



Premier IDX Search

Site Administrator User Manual

April 14, 2010
Version 1.40

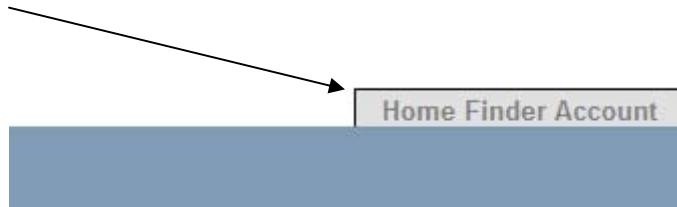
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Login to the Premier IDX Administration Section

To begin administrating your Premier IDX Search, you must first login.

- You can login to the Premier IDX Administration Section from any page on your web site by clicking the Home Finder Account tab.



Home Finder Account Tab Example

- After clicking on the *Home Finder Account* tab, you will see the Home Finder Account Login Page, as shown in the screenshot below labeled **Home Finder Account Login Page - Screenshot**.
- Enter your administrator email address and password that you received in your Premier IDX Search Confirmation Email in the fields provided underneath the *Login to Your Existing Account* section.

A screenshot of the "Home Finder Account Login Page - Screenshot". The page is titled "Your FREE! Home Finder Account -- Sign-In to Your Free Home Finder Account". It features two main sections: "Create a New Home Finder Account" on the left and "Login to Your Existing Account" on the right. The "Create a New Home Finder Account" section includes fields for "E-Mail Address", "Confirm E-mail Address", "Choose a Password", and "Confirm Password", along with a "Create a New Account" button. The "Login to Your Existing Account" section includes fields for "E-mail Address" and "Password", along with a "Login to Existing Account" button and a link "Forgot Your Password? Click Here". At the bottom of the page, there is a note: "The SANDICOR, Inc. data on this site was last updated: 8/20/2008" and a legal disclaimer: "The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is not guaranteed."

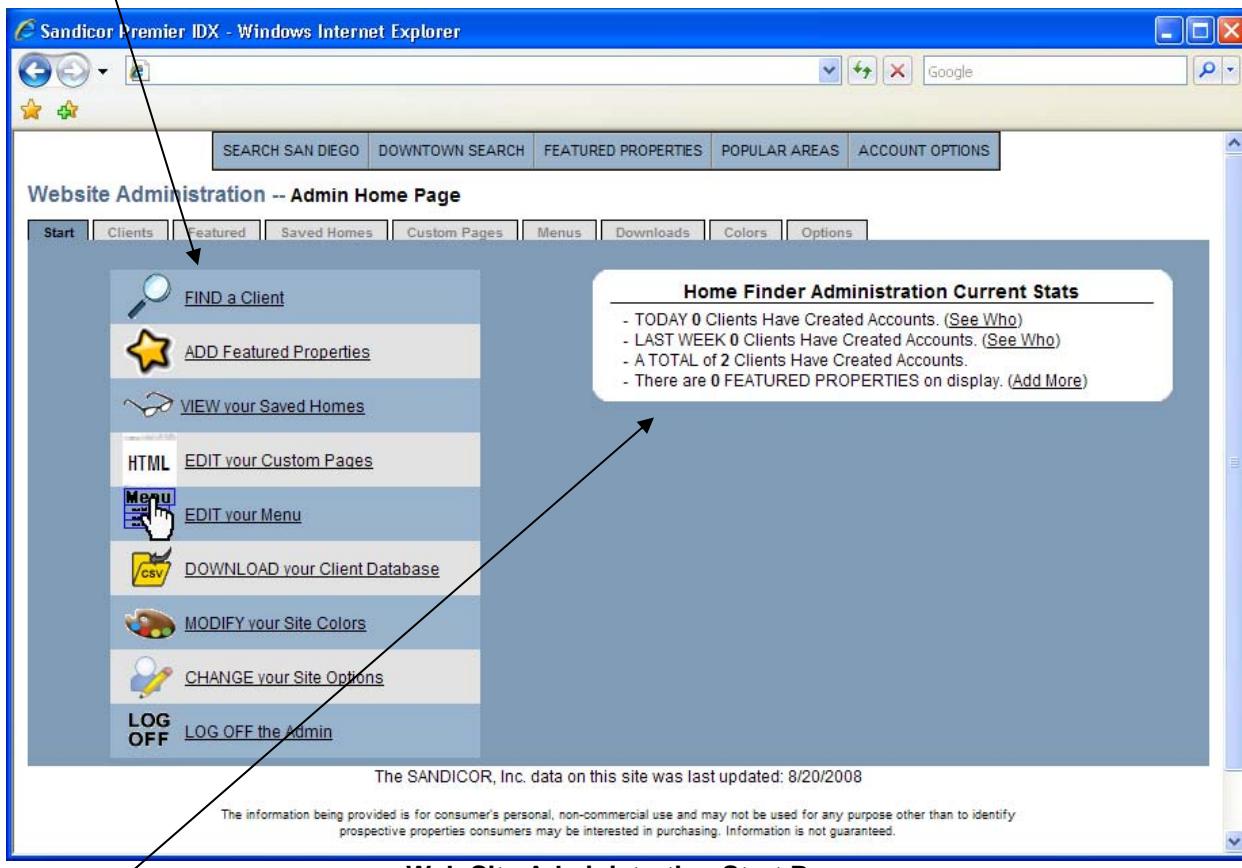
Home Finder Account Login Page - Screenshot

(Note: This login process is how your clients also login to their personal accounts.)

Start Page - Administration Overview

After logging into the Premier IDX Administration Section, you will see the Administration Start Page. This page is your web site administrative dashboard.

- On the left side of the page you will find a series of icons with links describing the options available to administer your site.



Web Site Administration Start Page

- On the right side of the page you can review a quick summary of your web site statistics.

NOTE: If you are using a public computer, be sure to click the LOG OFF link from the start page when you are finished administering your site. After clicking the LOG OFF link, you will be required to re-enter your administrator username and password to enter the administration section again.

Find A Client

Clients who create Home Finder Accounts have their information stored in the system and their data can be retrieved for further review and contact. (NOTE: To download all of your clients into a single file, review the *Download Your Client Database* section of this document.)

- To find a client who has created a Home Finder Account, click on the *Find A Client* link found on the Web Site Administration Start Page, or the *Clients* tab found across the top of any page of the Web Site Administration Section
- After clicking on the *Clients* tab, you will see the Find a Client Page, as shown in the screenshot below labeled **Find a Client Page - Screenshot WITHOUT RESULTS**.

The screenshot shows the 'Website Administration -- Find a Client' page. At the top, there's a navigation bar with links for SEARCH SAN DIEGO, DOWNTOWN SEARCH, FEATURED PROPERTIES, POPULAR AREAS, and ACCOUNT OPTIONS. Below that is a sub-navigation bar with links for Start, Clients, Featured, Saved Homes, Custom Pages, Menu, Domains, Colors, and Options. The main content area has a title 'Instructions - Enter at Least One Option' and several search fields:

- Email:
- DATE RANGE - Start: End:
- First Name: Phone Number: (all #s)
- Last Name: Zip Code:

A dropdown menu labeled 'Sort Results By' offers options for 'First Name' or 'Date Created'. At the bottom of the search form are 'Search For Client' and 'Reset' buttons. A small note at the very bottom of the page says: 'The SANDICOR, Inc. data on this site was last updated: 8/20/2008'.

Find a Client - Screenshot WITHOUT RESULTS

- Find a client by entering any combination of the following criteria:

Email: Enter the full email address, or enter only a part of the email address.

Date Range: Enter both the START and END dates to search for clients who created accounts between those dates. Or use the calendar icons provided to choose a date. Enter dates in the following format only: MM/DD/YYYY

First Name: Enter the full first name of a client, or enter only a part of the first name. Names are not case sensitive

Last Name: Enter the full last name of a client, or enter only a part of the last name. Names are not case sensitive

Phone Number: Enter the phone number including area code. Enter phone Numbers with no spaces, no dashes, no parentheses (i.e. 6195551212)

Zip Code: Enter a zip code.

Sort Results By: Select how to sort the search results. If you choose to sort by first name, last name or email address, then your results will be listed alphabetically. If you choose to sort your results by date created, then your results will be listed chronologically beginning with the latest clients who have signed up.

- After entering your search criteria, click the *Search For Client* button and your results will be displayed as shown in the screenshot below labeled **Find a Client Page - WITH RESULTS**.

Find a Client's Saved Property

Sandicor Premier IDX - Windows Internet Explorer

SEARCH SAN DIEGO DOWNTOWN SEARCH FEATURED PROPERTIES POPULAR AREAS ACCOUNT OPTIONS

Website Administration -- Find a Client

Start Clients Featured Saved Homes Custom Pages Menus Downloads Colors Options

Instructions - Enter at Least One Option

Email:

DATE RANGE - Start: End:

First Name: Phone Number: (all #s)
Last Name: Zip Code:

Sort Results By:

Search Results						# of Saved Homes
#	Last Name	First Name	Email	Zip	Date Signed-Up	
1	NA	NA	client@email.com	NA	8/20/2008 3:27:12 PM	7 (View)
2	Doe	Jon	client2@email.com		8/20/2008 3:27:31 PM	None
3	NA	NA	client3@email.com	NA	8/20/2008 3:27:45 PM	11 (View)
4	NA	NA	client4@email.com	NA	8/20/2008 3:27:57 PM	12 (View)

The SANDICOR, Inc. data on this site was last updated: 8/20/2008

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Find a Client Page- Screenshot WITH RESULTS

- In the displayed results, if a client has saved a property to their Home Finder Account, you can view those saved properties by clicking on the link found in the *# of Saved Homes* column.
- After clicking on any link found in the *# of Saved Homes* column, a window will pop-up as shown in the screenshot below labeled **Saved Homes - Screenshot**.

There are 3 Total Listings Saved For

Jon Doe

client@email.com

Prop #:
1 of 3



Price: 695,900-695,900 **Zip:** 92101
Type: City: San Diego
Address: [1494 Union Street](#) (Click for Map)
Bedrooms:2 **Baths:**2 **Unit#:**901 **Sq. Foot:**1228 **MLS #:**080054141
Listing Office: The Ryness Co. So. Cal Div. | Date Listed: 2008-08-02

Prop #:
2 of 3



Price: 559,000-559,000 **Zip:** 92101
Type: City: San Diego
Address: [450 J Street](#) (Click for Map)
Bedrooms:2 **Baths:**3 **Unit#:**3331 **Sq. Foot:**1256 **MLS #:**086037518
Listing Office: Prudential California Realty | Date Listed: 2008-05-23

Prop #:
3 of 3



Price: 669,000-669,000 **Zip:** 92101
Type: City: San Diego
Address: [575 6th Avenue](#) (Click for Map)
Bedrooms:2 **Baths:**2 **Unit#:**1502 **Sq. Foot:**1013 **MLS #:**080058034
Listing Office: Pacific Marketing Assoc. Inc. | Date Listed: 2008-08-19

[Print these Properties](#)

[Close This Window](#)

Saved Homes - Screenshot

- On the Saved Homes pop-up window you can map an address and find driving directions by clicking directly on the properties' addresses or property's address.

Add Featured Properties

On your Premier IDX Search, any property listed in Tempo under your six-digit Sandicor Member ID # (MLS/Tempo ID) automatically shows as one of your featured properties.

The *Featured* tab on the Premier IDX Administration Section allows you to add and delete additional featured properties from your Premier IDX Search.

Website Administration -- Add Additional Featured Properties



- Featured properties are displayed on your Premier IDX Search after clicking on the **FEATURED PROPERTIES** menu item from the Top Level Parent Menu.



Top Level Parent Menu

How to Add Additional Featured Properties

The Premier IDX system lists the your current property listings that can be added as Featured Properties. To add a property, click the *Select this Property* box provided to the right, then click the *+ ADD - All Selected Properties* button as shown in the screenshot below labeled **Featured Homes - Screenshot 1**.

To add multiple properties, click the *Select this Property* boxes to the right of each property you would like to add. You must verify that you have proper authorization for each property. Once you have written permission, check the box that says *I have the proper authorization to display these properties as a Featured Property*. Then click the *ADD - All Selected Properties* button.

- **IMPORTANT NOTE: Properties changed from 'Active' status via Tempo are automatically removed nightly from your website.**

A screenshot of a Microsoft Internet Explorer window titled "Sandicor Premier IDX - Microsoft Internet Explorer". The address bar shows "http://www.sandicor.com/admin/index.php?controller=featured&action=add". The page title is "Website Administration -- Add Additional Featured Properties". The menu bar at the top includes "SEARCH SAN DIEGO", "DOWNTOWN SEARCH", "FEATURED PROPERTIES", "POPULAR AREAS", and "ACCOUNT OPTIONS". A message at the top left says "You Have 3 Featured Properties on Display". On the left, there's a sidebar with instructions for adding and deleting properties. The main content area shows two properties listed:

Property Image	Address	Price	Type	MLS #	City	Zip	Bedrooms	Bathrooms	Units	Sq. Ft.
	123 Main Street, San Diego, CA 92101	\$779,000 - \$779,000	Condo	0750773290	San Diego	92101	2	2	0.4	1125
	456 Elm Street, San Diego, CA 92101	\$849,000 - \$849,000	Condo	0750699182	San Diego	92101	2	2	0.4	1125

On the right, there are "FEATURED PROPERTIES MANAGEMENT OPTIONS" buttons: "+ Add" (with a text input field "Enter MLS#") and "Delete" (with a dropdown "All Selected Properties"). Below the table, there are "Manage Prop #: 1 of 3" and "Manage Prop #: 2 of 3" sections, each with "View More Details", "Delete this Featured Prop", and "Select this Property" buttons.

Featured Homes - Screenshot 1

How to Delete Featured Properties

You can delete one property at a time, or delete multiple properties at a time.

Delete One Property at a Time

- To the right of the featured property, you can click the trashcan icon to delete a single property from your Featured Properties page.

A screenshot of a property listing page. On the left is a thumbnail image of a building. To its right are details: Price: \$779,000-\$779,000, Type: Condo, Beds:2, Baths:2, Unit#:804, Sq.Ft:1125. To the right of these details is a "Manage Prop #:" dialog box with three options: "View More Details", "Delete this Featured Prop", and "Select this Property". A black arrow points from the "Delete this Featured Prop" option to the trashcan icon in the dialog box.

Delete Multiple Properties at a Time

- To delete multiple properties, check the *Select this Property* check boxes.

A screenshot showing three property listings. Each listing includes a thumbnail image, basic details, and a "Manage Prop #" dialog box with "Select this Property" checked. Arrows point from the "Select this Property" checkboxes in each dialog box to the corresponding checkboxes in the main listing rows.

Thumbnail	Price	Type	Beds	Baths	Unit#	Sq. Ft.	Manage Prop # Dialog
	\$779,000-\$779,000	Condo	2	2	804	1125	Prop # 1 of 3, Select this Property checked
	\$849,000-\$849,000	Condo	1	1	103	1219	Prop # 2 of 3, Select this Property checked
	\$2,350,000-\$2,350,000	Condo	3	2.5	901	2650	Prop # 3 of 3, Select this Property checked

- After selecting the properties you want to delete, click the *Delete - All Selected Properties* button located at the top of the page to delete all your selected Featured Properties at once.



Note: Properties in Tempo listed under your Sandicor Tempo ID cannot be deleted from your Premier IDX Search. They must be removed from Tempo or have their status changed from 'Active.'

Note: Properties changed from 'Active' status via Tempo are automatically removed from your Web Site.

Saved Homes

Just as clients are able to Save Homes, so can you as an administrator. From any search results page, you can check the Save box on the listing you want to save, as shown in the screenshot below labeled **Add Saved Homes - Screenshot**.

The screenshot shows a Windows Internet Explorer window for the Sandicor Premier IDX website. The title bar reads "Sandicor Premier IDX - Windows Internet Explorer". The main content area is titled "San Diego Home Search - Search by Zip Code". It features tabs for "Dynamic County Map Search", "Simple Search", and "Advanced Search". A button "Click Here to Show Search Options" is visible. A note says "NOTE: YOU ARE CURRENTLY LOGGED INTO YOUR WEBSITE AS ADMIN". Below it is a link "This is a Direct Link to the Search Results on This Page". A section titled "To Copy This Link" provides instructions: 1. Highlight this link by hovering your mouse over it (Do not click it). 2. Right click your mouse and select 'Copy Shortcut'. 3. You can now paste this link directly into an email or a New Menu Item, or any where else, by right clicking where you want to paste it and selecting 'Paste'. A note at the bottom says "NOTE: You only see this link when you are logged into your website as Admin". Below this is a section titled "La Jolla (92037) - Found 237 Listings". It shows a thumbnail image of a house, the property number "Prop #: 1 of 237", and a "Save" checkbox. To the right, it lists "Price: \$599,000-\$599,000", "Type: House", "Zip: 92037", "City: La Jolla", "Bedrooms:3", "Baths:3", "Unit#: ", "Sq. Foot:1720", and "MLS #:086036733". At the bottom, it says "Listing Office: Prudential California Realty! Date Listed: 2008-05-20".

Add Saved Homes – Screenshot

After you click Save, you will get a Message Notice letting you know that the property has been added to your Home Finder Account, as shown in the screenshot below labeled **Sucessfully Saved Homes - Screenshot**.

The screenshot shows a Windows Internet Explorer window for the Sandicor Premier IDX website. The title bar reads "Sandicor Premier IDX - Windows Internet Explorer". The main content area is titled "Website Administration -- Saved Homes". The navigation menu includes tabs for "Start", "Clients", "Featured", "Saved Homes", "Custom Pages", "Menus", "Downloads", "Colors", and "Options". A green message box at the top says "Message Notice" and "You have successfully added properties to your Home Finder Account". Below it is a link "Click Here to Return to Your Previous Page".

Sucessfully Saved Homes - Screenshot.

To manage your Saved Homes, click on the Saved Homes tab in the administration section, as shown in the screenshot below labeled **Saved Homes - Screenshot**.

The screenshot shows a Windows Internet Explorer window titled "Sandicor Premier IDX - Windows Internet Explorer". The main content area is titled "Website Administration -- Saved Homes". A navigation bar at the top includes links for "SEARCH SAN DIEGO", "DOWNTOWN SEARCH", "FEATURED PROPERTIES", "POPULAR AREAS", and "ACCOUNT OPTIONS". Below this, a sub-navigation bar has "Saved Homes" selected. The main content displays three saved property listings:

Image	Price	Type	MLS #	City	Zip	Beds	Baths	Unit#	Sq. Ft.
	750,000-750,000	House	080045767	La Jolla	92037	4	2		2458
	775,000-775,000	House	080052170	La Jolla	92037	1	1		
	719,000-719,000	House	086013681	La Jolla	92037	2	2		1064

Below each listing, it shows the listing office and date listed. To the right of each listing is a "Selected Properties Management" box containing "Print" and "Delete" buttons, along with links to "View More Details", "Delete this Property", and "Select this Property".

At the bottom of the page, a note states: "The SANDICOR, Inc. data on this site was last updated: 8/20/2008" and a disclaimer: "The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is not guaranteed."

Saved Homes - Screenshot

How to Print Saved Homes

Select the properties you want to print by checking the *Select this Property* check boxes, as shown in the screenshot below labeled **Print Saved Homes - Screenshot**.

The screenshot displays a list of three saved properties:

- Prop #1:** Price: \$779,000-\$779,000, Type: Condo, Beds:2, Baths:2, Unit#:804, Sq. Ft:1125. Listing Office: Keller Williams SanDiego Metro Date Listed: 09/13/2007.
- Prop #2:** Price: \$849,000-\$849,000, Type: Condo, Beds:1, Baths:1, Unit#:103, Sq. Ft:1219. Listing Office: Prudential California Realty Date Listed: 08/29/2007.
- Prop #3:** Price: \$2,350,000-\$2,350,000, Type: Condo, Beds:3, Baths:2.5, Unit#:901, Sq. Ft:2650. Listing Office: Centre City Properties Date Listed: 03/12/2007.

On the right side of the screenshot, there are three separate "Manage Prop #" boxes, each corresponding to one of the selected properties. Each box contains:
- Manage Prop #: [Number] of 3
- View More Details
- Delete this Featured Prop
- Select this Property

Print Saved Homes – Screenshot

After selecting the saved homes you want to print, click the *Print - All Selected Properties* button located at the top of the page to print all your selected Saved Homes at once.

 **Delete** - All Selected Properties

How to Delete Saved Homes

You can delete one saved home at a time, or delete multiple saved homes at a time.

Delete One Saved Home at a Time

- To the right of the saved home, you can click the trashcan icon to delete a single property from your Saved Homes page, as shown in the screenshot below labeled **Delete Individual Saved Homes - Screenshot**.

A screenshot of a real estate listing for a condo. The listing includes a thumbnail image of the building, price (\$779,000-\$779,000), type (Condo), beds (2), baths (2), unit number (804), square footage (1125), and other details like MLS number and location. To the right of the listing is a sidebar titled "Manage Prop #: 1 of 3" with three options: "View More Details", "Delete this Featured Prop" (with a trashcan icon), and "Select this Property".

Delete Individual Saved Homes - Screenshot

Delete Multiple Saved Homes at a Time

- To delete multiple saved homes, check the *Select this Property* check boxes, as shown in the screenshot below labeled **Delete Multiple Saved Homes – Screenshot**.

A screenshot showing three separate saved home listings. Each listing includes a thumbnail image, price, type, beds, baths, unit number, square footage, and other details. To the right of each listing is a sidebar titled "Manage Prop #: X of 3" (where X is the listing number) with three options: "View More Details", "Delete this Featured Prop" (with a trashcan icon), and "Select this Property" (with a checked checkbox). Arrows point from the "Select this Property" checkboxes in the sidebars to the corresponding checkboxes in the main listing rows.

Delete Multiple Saved Homes – Screenshot

- After selecting the saved homes you want to delete, click the *Delete - All Selected Properties* button located at the top of the page to delete all your selected Saved Homes at once.

Delete - All Selected Properties

Edit Your Menu

The *Menus* tab on the Premier IDX Administration Section allows you to add, edit and delete menu items from your Premier IDX Search drop-down menus.

There are two types of menu items, Built-in (Top Level) Menu Items and User Defined Menu Items.

1. Built-in Menu Items (Top Level Menus)

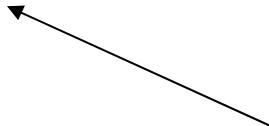
For Built-In menu items you may activate and deactivate the item, set active date ranges, rename, change the tooltip, and change the order of appearance. Additionally, you may add sub menu items to any of the Built-in Menu items.

You may not delete or change the action of a Built-in menu item, but you can deactivate it (hide it) or rename it.

SEARCH SAN DIEGO	DOWNTOWN SEARCH	FEATURED PROPERTIES	POPULAR AREAS	ACCOUNT OPTIONS
Built-in Menu Items				

2. User Defined Menus

For User-Defined menu items you may create, delete, activate and deactivate, set active dates, rename, change the tooltip, change the order of appearance, and set the action of the menu item. Additionally, you may add sub menu items to any of the User Defined Menu Items. User defined menu items may show a link to an external site or a specific URL within the Premier IDX Site.

SEARCH SAN DIEGO	DOWNTOWN SEARCH	FEATURED PROPERTIES	POPULAR AREAS	ACCOUNT OPTIONS	ADD TOP MENU ITEM
Dynamic County Map	Simple Search	Advanced Search	New Listings Fast	Featured Properties	

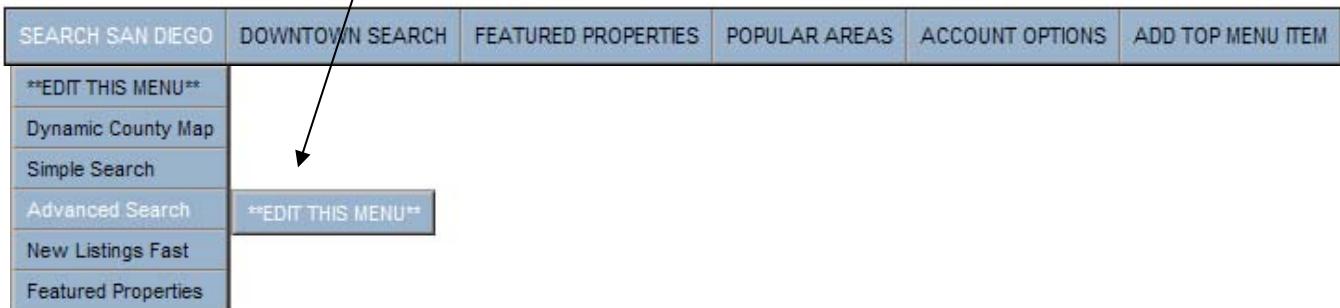
User Defined Menus - Level 2 Menu

How to Add / Edit / Delete Your Premier IDX Search Drop-Down Menus

Follow these 4 Steps to edit both Built-in (Top Level) Menu Items and User Defined Menu Items:

- STEP 1 of 4:**

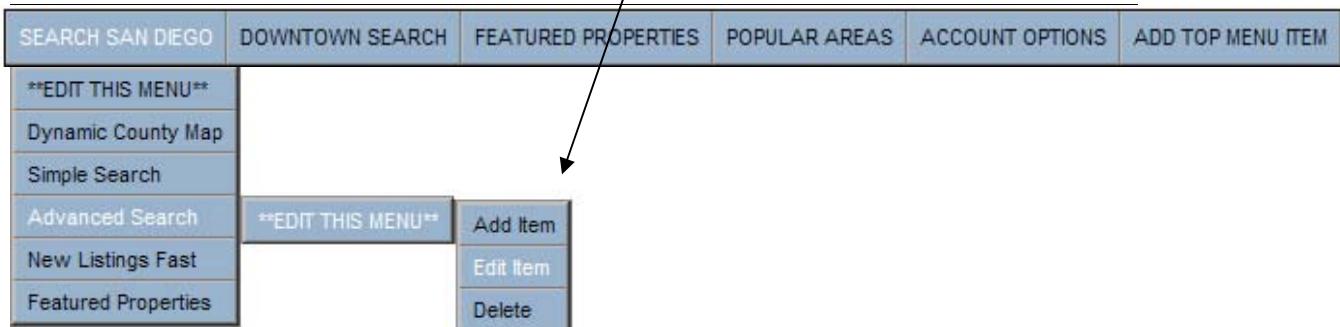
Put your mouse cursor over the menu item you want to edit and you will see the **
*EDIT THIS MENU*** pop-up as shown in the screenshot below labeled **Menu - Step 1
- Screenshot**.



Menu - Step 1 – Screenshot

- STEP 2 of 4:**

Put your mouse cursor over the ***EDIT THIS MENU*** pop-up and choose one of the following options *Add Item / Edit Item / Delete* as shown in the screenshot below labeled **Menu - Step 2 - Screenshot**.



Menu - Step 2 – Screenshot

After you click on *Add Item / Edit Item / Delete*, you will be taken to a new screen where you can complete STEP 3 and STEP 4.

How to Add A Premier IDX Search Top Level Menu Item

A Top Level Menu Item appears in the same row as the Built-in Menu Items. To add a Top Level Menu Item click on *ADD TOP MENU ITEM*, as shown in the screenshot below labeled **Top Level Menu – Screenshot** and you will be taken directly to Step 3 of adding a menu item.



Top Level Menu - Screenshot

- STEP 3 of 4 FOR ADDING OR EDITING MENU ITEMS**

If you select *Add Item* or *Edit Item* you can Add/Edit the following options in the fields provided, as shown in the screenshot below labeled **Menu - Step 3 Add/Edit - Screenshot**.

STEP 3 of 4 -Enter/Edit the Following Fields

Field Descriptions
Instructions - Move your mouse over a field to see a detailed description of that field.

Parent Menu Name:	SEARCH SAN DIEGO		
Active:	<input checked="" type="checkbox"/>		
Menu Name:	Advanced Search		
Menu Image On:	Select Image		
Menu Image Off:	Select Image		
Menu Action Type:	HTML Link		
Menu Action:	http://homefinderagent.com/homesearch_byZip.asp?[SITEID]&sty=1		
Menu Tool Tip:	Advanced Search		
Menu Active From:	<input type="button" value="Edit"/>	Menu Active To:	<input type="button" value="Edit"/>
Position:	Current		

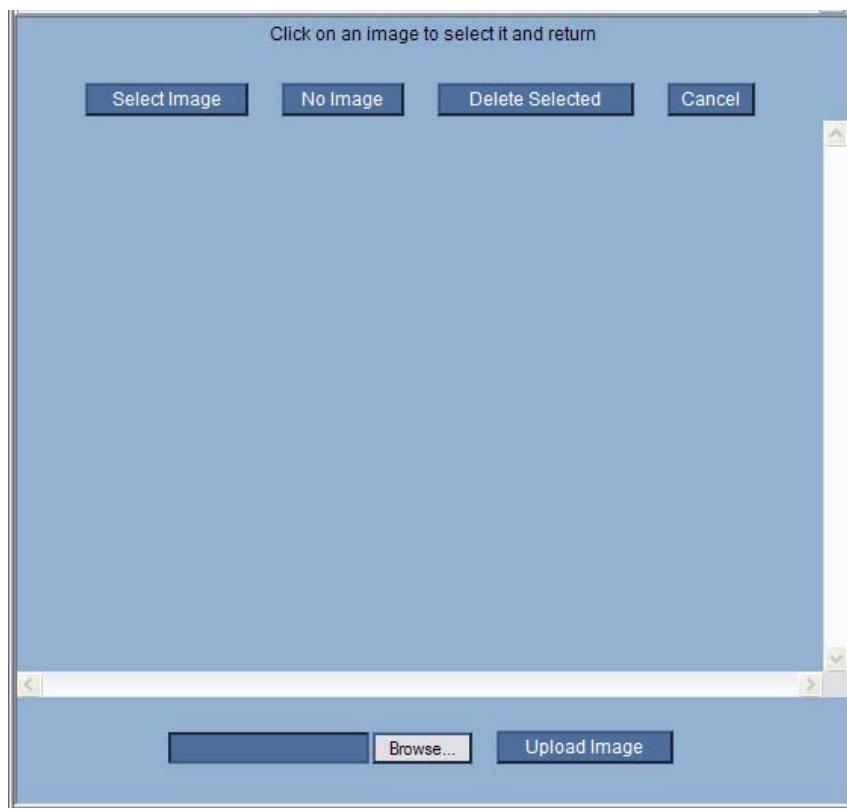
Menu - Step 3 Add/Edit – Screenshot

The above form fields are explained in the following table:

Field	Description
Parent Menu Name	This shows you which menu or sub-menu that the current menu item is being added to or edited on.
Activate/ Deactivate	Allows you to specify whether the menu item is currently shown or not to your users.
Menu Name	Allows you to specify the name that users will see for the menu item.
Menu Image On	Allows you to specify an image that is used for the menu when the mouse is over the menu item. (Note that if a image is selected then all menu items at that level are expected to have an image selected).
Menu Image Off	Allows you to specify an image that is used for the menu when the mouse is not over the menu item. (Note that if a image is selected then all menu items at that level are expected to have an image selected).
Menu Action Type	Allows you to specify whether the menu item action performs an action or if it is a parent menu that has child menu items.
Menu Action	Allows you to specify the link that the menu item will point to, can be a link within the site or to external sites. (To add custom search links, reference the <i>Create Unique Popular Area Submenu Item Links</i> section).
Menu Tool Tip	Allows you to specify the tool hint that users will see if they put their mouse over that menu item.
Menu Active Dates	Allows you to specify the start date and end date when users will see the changed menu item, allows for links like "Spring Cleaning Tips" or "Holiday Message". You can set a start date without an end date for timely control over your menus appearance. (NOTE: Remember to change the Active Preview Date in STEP 1 when you are finished if you choose a date to display your menu in the future).
Position	Allows you to change the position of both built-in and custom menu items by changing their horizontal and vertical order of appearance.

Menu Images On/Off

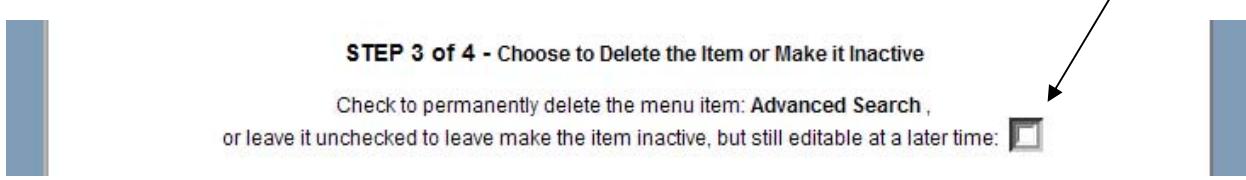
When using Menu Images, you must click on the *Select Image* button and then *Select* the image you want to use. You may also *Upload* a custom image, or *Delete Selected* images. Or if you choose to not show an image, you must click on the *No Image* button, as shown in the screenshot below labeled **Menu Images - Screenshot**.



- STEP 3 of 4 FOR DELETING MENU ITEMS**

If you select to delete your menu item, then you will be presented with a choice to either permanently delete the item or make it inactive. Both inactive and deleted items no longer show on your Premier IDX Search. The difference is that inactive items will be available in the future for further editing and reactivation, whereas deleted items are permanently deleted.

The following screenshot below labeled **Menu - Step 3 DELETE - Screenshot** shows the checkbox option to permanently delete menu items.



- **STEP 4 of 4**

Click either the *Save Menu* button or the *Delete Menu* button, depending on whether you are on the *Add/Edit Menu Page* or the *Delete Menu Page* from Step 3 as shown below.



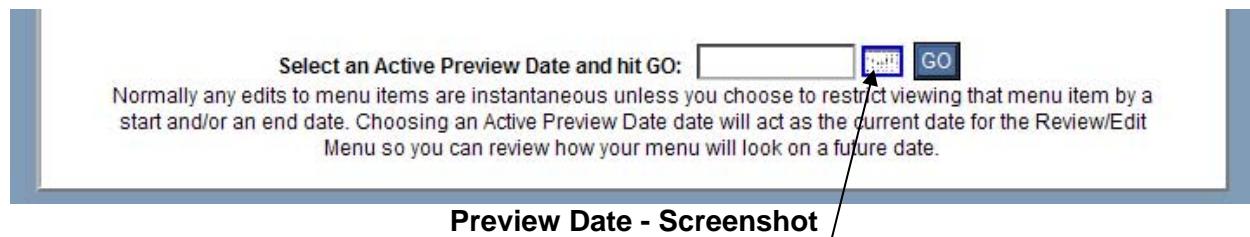
In Step 4, you can also click the *Cancel* button to return and start over without saving any changes.

Preview Date

Normally any edits to menu items are instantaneous unless you choose to restrict viewing that menu item by a start and/or an end date. Choosing a Preview Date will act as the current date for the Review/Edit Menu so you can review how your menu will look in the future.

Leave this Date blank if you are not specifying start and end dates for your menu items.

(For Example, if you chose not to show the FEATURED PROPERTIES menu item until next month, you should choose next month's date to be able to review what your menu will look like on that day.)



You may select a Preview Date by clicking on the Calendar icon as shown in the screenshot above screenshot labeled **Preview Date – Screenshot**.

Add a Built-In (Top Level) Menu Item

- You may not add additional Built-In (Top Level) Menu Items, but you can deactivate them (hide them) or rename them. (See the previous section titled *Edit a Built-In Menu Item* for more details.)

Delete a Built-In (Top Level) Menu Item

- You may not delete a Built-In (Top Level) Menu Item, but you can deactivate them (hide them) or rename them. (See the next section titled *Hide (Deactivate) a Built-In Menu Item* for more details.)

Hide (Deactivate) a Built-In (Top Level) Menu Item

- To Hide a Top Level Menu, first highlight the menu and select *Edit Item* as shown below in the screenshot labeled **Hide (Deactivate) a Top Level Menu Item - Screenshot 1.**



Hide (Deactivate) a Top Level Menu Item - Screenshot 1

- After clicking on the *Edit Item* menu item you will see the following screenshot labeled **Hide (Deactivate) a Top Level Menu Item - Screenshot 2.**
- To hide (deactivate) your menu item, simply uncheck the *Active* check box and hit the *Save Menu* button.

The screenshot displays a configuration form for a menu item. The form fields include:

- Parent Menu Name: (input field)
- Active: (checkbox, currently unchecked)
- Menu Name: SEARCH SAN DIEGO
- Menu Image On: (input field)
- Menu Image Off: (input field)
- Select Image: (button)
- Menu Action Type: (dropdown menu, set to 'No Action')
- Menu Action: (input field)
- Menu Tool Tip: (input field)
- Menu Active From: (input field)
- Menu Active To: (input field)
- Position: (dropdown menu, set to 'Current')

Below the form, there is a note: 'STEP 4 of 4 - Click the SAVE MENU button'. At the very bottom, a message reads: 'Click the Save Menu button to save your menu changes, or click the Cancel button to return to start over without saving any changes.' Two buttons are present at the bottom: 'Save Menu' (highlighted with a blue border) and 'Cancel'.

Hide (Deactivate) a Top Level Menu Item - Screenshot 2

Add Multiple Level Menus

- You can add multiple level menus by simply adding new menu items to existing menu items. To add menu items to existing menu items, refer to the *How to Add / Edit / Delete Your Premier IDX Search Drop-Down Menus* section of this manual.

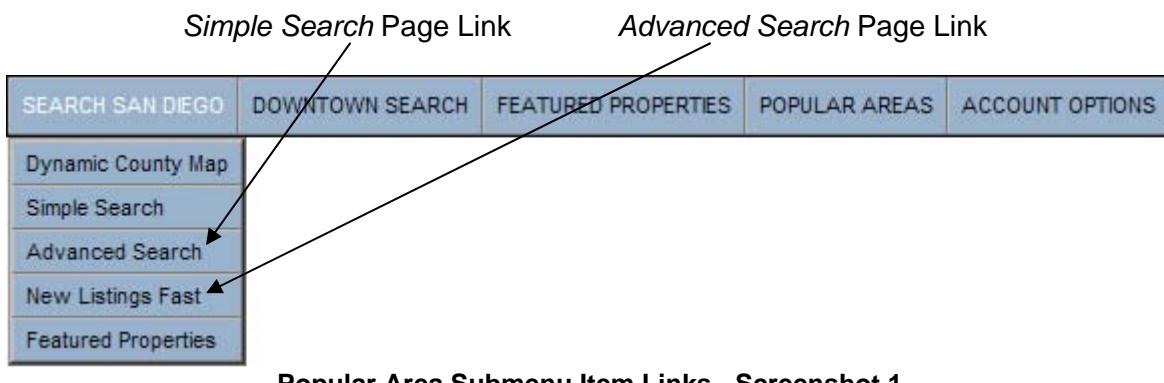
As an example of adding multiple levels, the following screenshot labeled **Multiple Level Menus - Screenshot** shows an edited menu that has a 3 Level Menu and a 4th Level Menu with unique *Popular Area* submenu item links. (Reference the section titled *Create Unique Popular Area Submenu Item Links* for more information on creating unique links.)



Create Unique Popular Area Submenu Item Links

You can create unique *Popular Area* submenu item links with your Premier IDX Search that display custom searches.

- First, make sure you are logged into your Premier IDX as the site administrator with the email address and password that you received in your Premier IDX Search Confirmation Email.
- Next, you will create the link you want to add to a menu item by visiting either the Premier IDX Search's *Simple Search* or *Advanced Search* Page as shown below in the screenshot below labeled **Popular Area Submenu Item Links - Screenshot 1**.



- To create the link you want to add to a menu item, fill out your desired search criteria and click the Submit button as shown below in the screenshot below labeled **Simple Search - Screenshot 1**.

San Diego Home Search - Search by Zip Code

Simple Search

Select Property Type

- Lots / Land (800)
- Mobile Homes (124)
- Single Family Detached (1443)
- Residential Income (1004)
- Condo / Townhome (741)
- Rentals (7)

Select Sort Order

Starting Options

Click the Submit Button for Results

Submit

Follow the Steps Above to Find a Home by Zip Code
The SANDICOR, Inc. data on this site was last updated: 11/3/2007

The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is believed to be reliable, but not guaranteed.

Simple Search - Screenshot 1

- After you click the Submit button, a link will appear on the search results page. It will be underlined and state: *This is a Direct Link to the Search Results on This Page* as shown below in the screenshot labeled **Simple Search - Screenshot 2**.

San Diego Home Search - Search by Zip Code

Simple Search

Click Here to Show Search Options

NOTE: YOU ARE CURRENTLY LOGGED INTO YOUR WEBSITE AS ADMIN

This is a Direct Link to the Search Results on This Page

To Copy This Link:

1. Highlight this link by hovering your mouse over it (Do not click it).
2. Right click your mouse and select 'Copy Shortcut'.
3. You can now paste this link directly into an email or a New Menu Item, or anywhere else, by right clicking where you want to paste it and selecting 'Paste'.

NOTE: You only see this link when you are logged into your Premier IDX Website as Admin.

La Jolla (92037) - Found 199 Listings

Prop #:	Address	Price:	Zip:	City:	Click here for more details
1 of 199		\$1,025,000-\$1,025,000	92037	La Jolla	Click here for more details
		Type: House			
		Bedrooms: 4	Baths: 2.5	Unit#:	Sq. Foot: 2424
		MLS #: 076037150			
		Listed Office: Coldwell Banker Residential Data Listed: 05/05/2007			
Prop #:		Price: \$1,040,000-\$1,040,000	Zip: 92037	City: La Jolla	Click here for more details
2 of 199		Type: House			

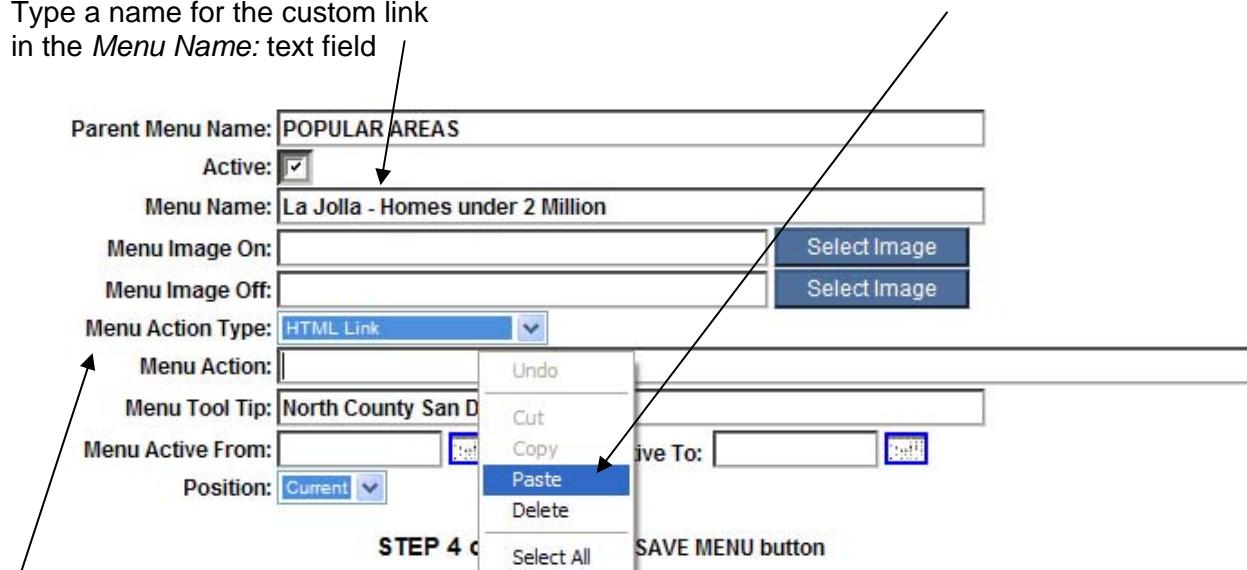
Simple Search - Screenshot 2

(Note: You only see this link when you are logged into your Premier IDX Search as Admin)

- Next, highlight this link by hovering your mouse over it (Do not click it.) Right click your mouse and select 'Copy Shortcut'.
- You can now paste this link directly into a new menu item, by right clicking inside the *Menu Action* text field and selecting 'Paste' as shown below in the screenshot labeled **STEP 4 of How to Add / Edit / Delete Menu Items - Screenshot**. (This field is found in STEP 4 of the *How to Add / Edit / Delete Your Premier IDX Search Drop-Down Menus* section found in this manual.)
- In addition to pasting your custom search link, also select the *Menu Action* type of *HTML Link*, and give your custom menu a name by typing text into the *Menu Name:* text field as shown below in the screenshot labeled **STEP 4 of How to Add / Edit / Delete Menu Items - Screenshot**.

Right Click then Paste Your Copied
Search Link in the *Menu Action:* text field

Type a name for the custom link
in the *Menu Name:* text field



Select *Menu Action Type:*
HTML Link

STEP 4 of How to Add / Edit / Delete Menu Items - Screenshot

- To finish creating your Unique Popular Area Submenu Item Link, click the Save Menu button as shown below in the screenshot labeled **STEP 4 of How to Add / Edit / Delete Menu Items - Screenshot**. (This button is found in STEP 4 of the *How to Add / Edit / Delete Your Premier IDX Search Drop-Down Menus* section found in this manual.)

Click the Save Menu button to Save



STEP 4 of How to Add / Edit / Delete Menu Items - Screenshot

Create/Edit a Custom Header and Footer

The *Custom Pages* tab on the Premier IDX Administration Section allows you do two different functions, it allows you to (1) create and edit a Custom Header and Footer, and (2) you can create and edit Custom Pages such as an “About Me Page” or a “Testimonials Page.” For instructions on how to create a custom page refer to the section titled *Create/Edit Custom Pages*.

Preview Pages vs. Live Pages

When working with this section of the site, there are some important notes regarding “Preview” pages and “Live” pages:

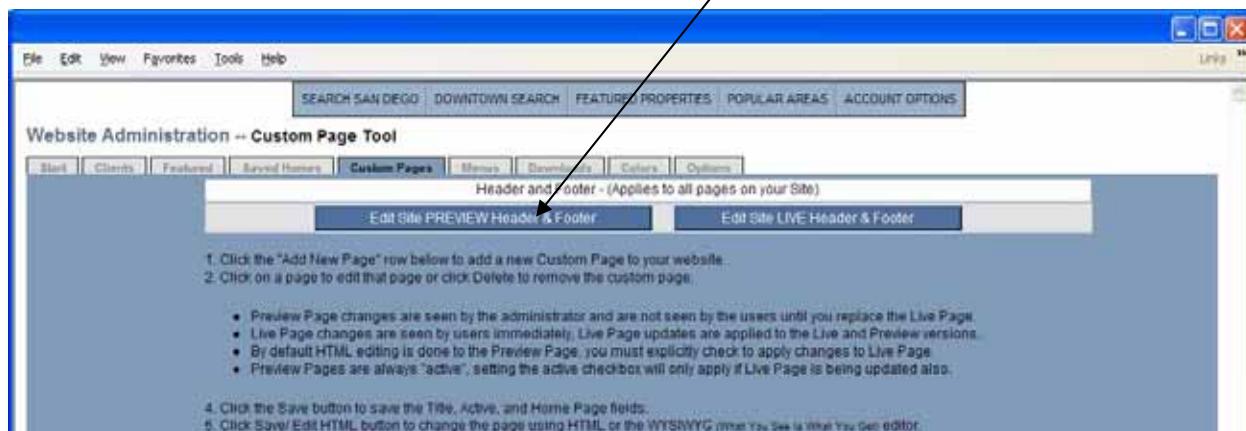
- The Preview page is the page where you create your look and make edits until you are satisfied with the layout.
- Once you are satisfied with the Preview layout, you can make the page “Live”. This becomes the “Live Page” which users will see when they visit your website.
- Preview Page changes are seen by the administrator and are not seen by the users until you “replace” the Live Page with the Preview Page.
- Live Page changes are seen by users immediately. Live Page editing is applied to the Live and Preview versions.

The advantage of having a Preview page is that you can create, edit, and see what a new page layout will look like before making it live on your site.

Add/Edit A Custom Header And Footer

A Header and Footer refers to the area of the site that appears horizontally across the top (the Header) and bottom (the Footer) of every page on your site.

- To add/edit a custom Header and Footer, click on the “Edit Site PREVIEW Header & Footer” button (or the “Edit Site LIVE Header & Footer” button if you want to edit the Live page), as shown in the screenshot below labeled **Custom Pages - Screenshot**.



Custom Pages – Screenshot

- A new window will pop-open with a field to create your Header and another field at the bottom to create your Footer, as shown in the screenshot below labeled **Edit Custom Header And Footer – Screenshot**.

NOTE: Ensure your browser is allowing pop-up windows to open

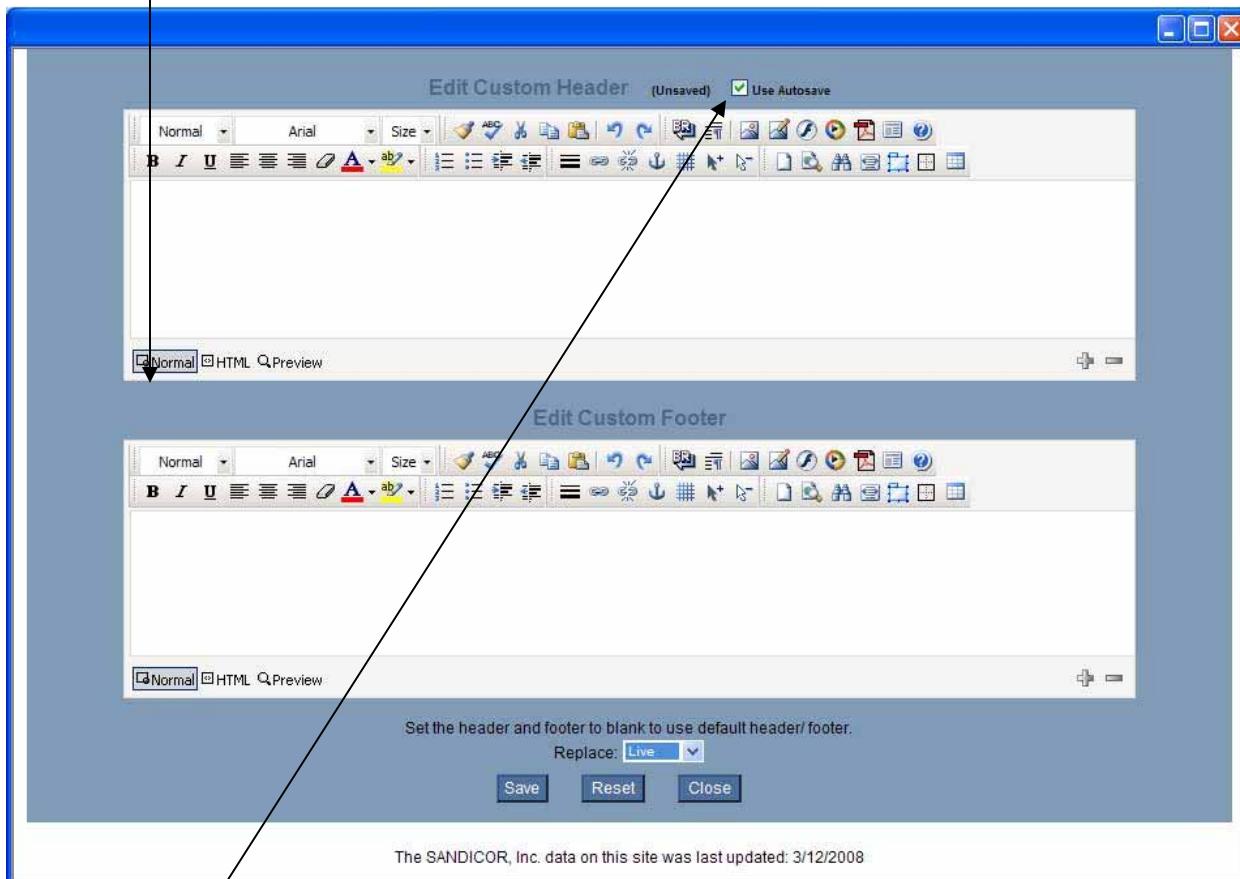
The Custom Header and Footer Editor Window allows you to edit your custom pages by either using the default Normal Mode editor mode, or the advanced HTML mode.

NORMAL MODE

- The Normal Mode is an easy-to-use, WYSIWYG (What You See Is What You Get) editor recommended for any user. Normal Mode is the default mode.

HTML (ADVANCED) MODE

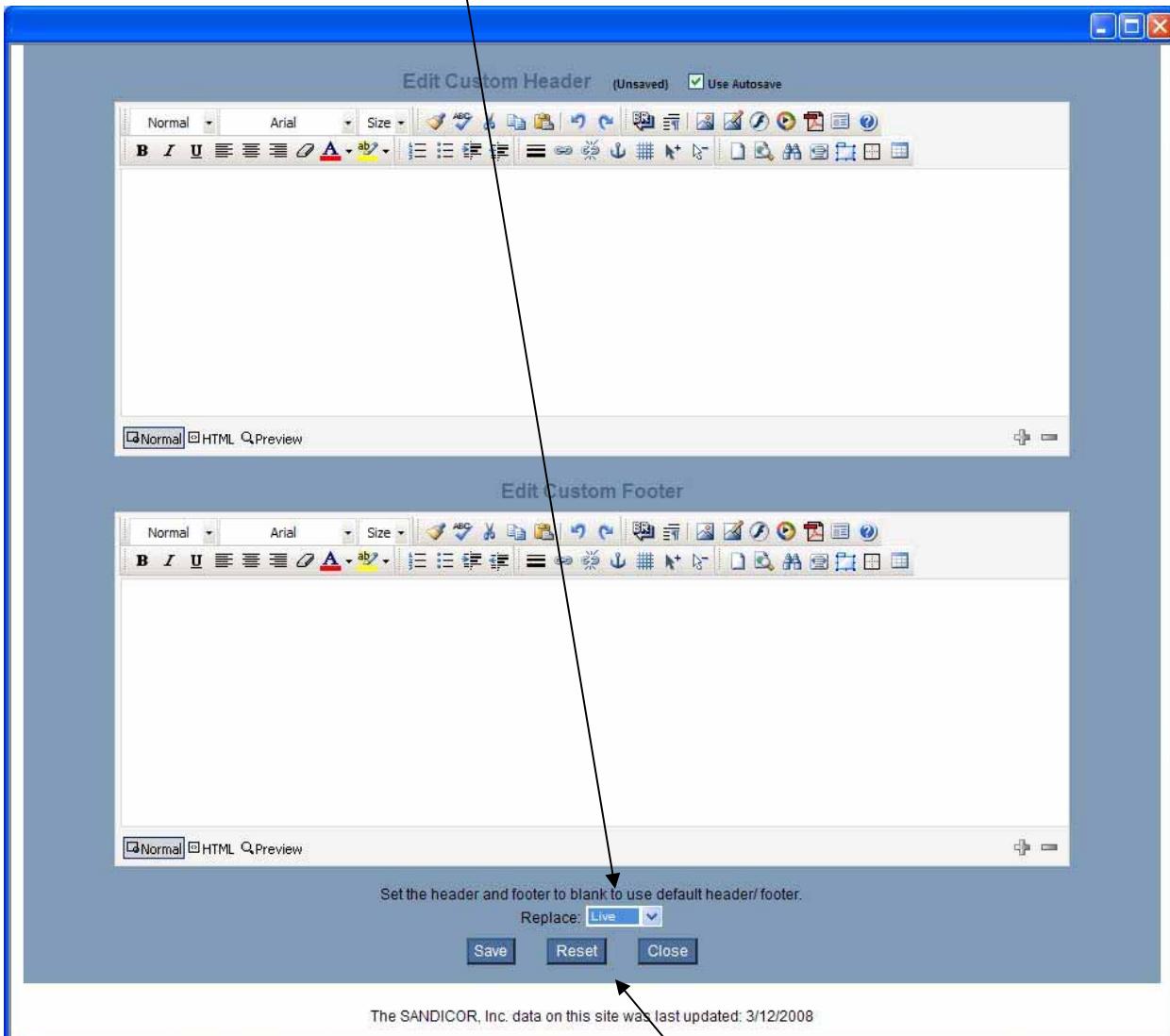
- The HTML Mode is an advanced mode recommended for professional web developers only, or those familiar with HTML coding.



Edit Custom Header And Footer – Screenshot

- Click the “Use Autosave” checkbox, as shown in the screenshot above labeled **Edit Custom Header And Footer – Screenshot**. When checked, this option will automatically save your page layout changes every minute and the status of your page will change from “Unsaved” to “Autosaved DATE TIME”.
- Next, you can begin to add content to your header and footer in the following ways:
 - Begin typing text into the box. Refer to the section titled *Editing Tools/Buttons for Custom Pages (and Header and Footer Pages)* for text editing information.

- Copy and paste an entire document into a custom page. Refer to the section titled *Cut and Paste a Document into a Custom Page* for instructions.
- Use the editing tools/buttons to add and edit content. Refer to the section titled *Editing Tools/Buttons for Custom Pages (and Header and Footer Pages)* for instructions.
- Insert images. Refer the section titled *Add Images to Custom Pages* for instructions
- When you are ready to save your header and footer, at the bottom of the Edit Custom Header and Footer Page, there is a drop down box that allows you to choose if you would like to Replace the Live page, the Preview page, or both when you click the Save button, as shown in the screenshot below labeled **Edit Custom Header And Footer – Screenshot**.

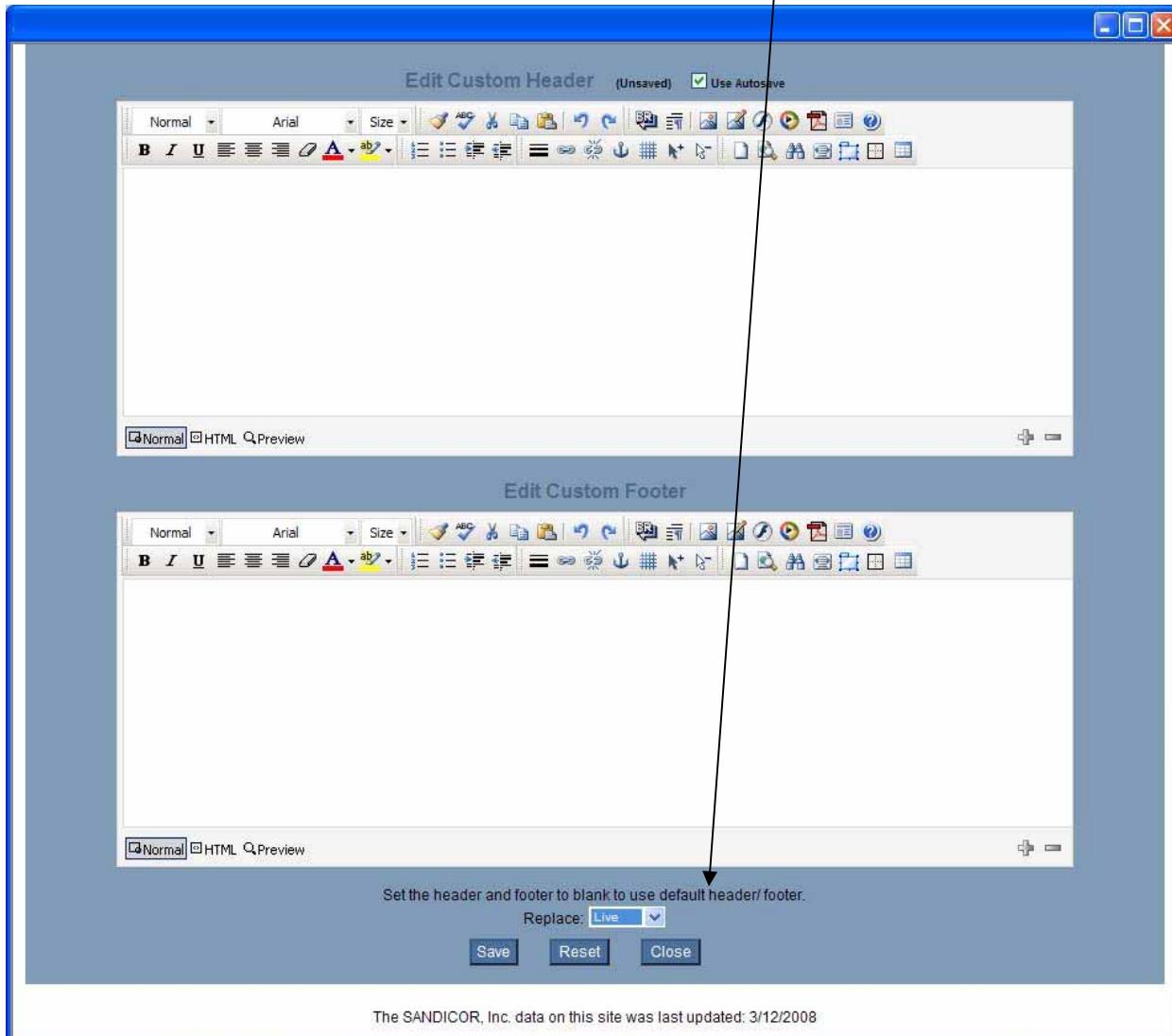


Edit Custom Header And Footer – Screenshot

NOTE: The Reset button resets the page to the way it was after your last save. The close button cancels any changes you made since your last save, and closes the editing window.

Delete A Custom Header And Footer

At the bottom of the Edit page, there is a reminder that states, “Set the header and footer to blank to use default header/ footer.” This means if you clear the contents of both of the editing boxes, select “both” from the “Replace” drop down box, and then click save, you will successfully have a blank (or deleted) Header and Footer, as shown in the screenshot below labeled **Edit Custom Header And Footer – Screenshot**.



Delete Custom Header And Footer – Screenshot

Create/Edit Custom Pages

Custom Pages are pages such as an "About Me Page" or a "Testimonials Page", etc. Custom Pages are created/edited/deleted on the bottom half of the Custom Pages tab with the two tables at the bottom half of the page as shown in the screenshot below labeled **Create Custom Page - Screenshot**.

The screenshot shows the 'Website Administration - Custom Page Tool' window. At the top, there's a menu bar with File, Edit, View, Favorites, Tools, Help, and several tabs: SEARCH SAN DIEGO, DOWNTOWN SEARCH, FEATURED PROPERTIES, POPULAR AREAS, and ACCOUNT OPTIONS. Below the tabs, there's a toolbar with buttons for Start, Client, Featured, Based Home, Custom Pages, Menus, Downloads, Colors, and Options. The 'Custom Pages' tab is selected. A sub-menu for 'Header and Footer - (Applies to all pages on your Site)' is open, showing 'Edit Site PREVIEW Header & Footer' and 'Edit Site LIVE Header & Footer'. Below this, instructions for creating custom pages are listed:

1. Click the "Add New Page" row below to add a new Custom Page to your website.
2. Click on a page to edit that page or click Delete to remove the custom page.

Details about Preview Pages:

- Preview Page changes are seen by the administrator and are not seen by the users until you replace the Live Page.
- Live Page changes are seen by users immediately. Live Page updates are applied to the Live and Preview versions.
- By default HTML editing is done to the Preview Page, you must explicitly check to apply changes to Live Page.
- Preview Pages are always "active", setting the active checkbox will only apply if Live Page is being updated also.

Instructions for saving changes:

4. Click the Save button to save the Title, Active, and Home Page fields.
5. Click Save/ Edit HTML button to change the page using HTML or the WYSIWYG (What You See is What You Get) editor.

The main area displays two tables:

Custom Pages (Click rows below to Add or Edit)			
Page Title	Active	Home Page	Replace Live
[Empty]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save Save/ Edit HTML			

Page Title	Active	Home Page	Actions
ADD NEW PAGE - Click this row, enter details, then save.			

At the bottom, a note states: "The SANDICOR, Inc. data on this site was last updated: 3/12/2008". A small disclaimer follows: "The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is believed to be reliable, but not guaranteed." The browser status bar at the bottom right shows "Internet" and "100%".

Create Custom Page - Screenshot

Preview Pages vs. Live Pages

When working with this section of the site, there are some important notes regarding "Preview" pages and "Live" pages:

- The Preview page is the page where you create your look and make edits until you are satisfied with the layout.
- Once you are satisfied with the Preview layout, you can make the page "Live." This becomes the "Live Page" which users will see when they visit your website.
- Preview Page changes are seen by the administrator and are not seen by the users until you "replace" the Live Page with the Preview Page.
- Live Page changes are seen by users immediately. Live Page edits are applied to both the Live and Preview versions.
- Preview Pages are always "active", setting the active checkbox will only apply if the Live Page is being updated also.

- By default HTML editing is done to the Preview Page, you must explicitly check “Replace Live” to apply changes to Live Page.

The advantage of having a Preview page is that you can create, edit, and see what a new page layout will look like before making it live on your site.

Create A New Custom Page

1. To create a new Custom Page to your website, first click on the “ADD NEW PAGE” row in the Page Titles Table.
2. After clicking the "ADD NEW PAGE" row, in the table directly above, you will enter the name of your new Custom page in the Page Title column.

Website Administration -- Custom Page Tool

Header and Footer - (Applies to all pages on your Site)

Edit Site PREVIEW Header & Footer Edit Site LIVE Header & Footer

1. Click the "Add New Page" row below to add a new Custom Page to your website.
2. Click on a page to edit that page or click Delete to remove the custom page.

- Preview Page changes are seen by the administrator and are not seen by the users until you replace the Live Page.
- Live Page changes are seen by users immediately. Live Page updates are applied to the Live and Preview versions.
- By default HTML editing is done to the Preview Page, you must explicitly check to apply changes to Live Page.
- Preview Pages are always “active”, setting the active checkbox will only apply if Live Page is being updated also.

4. Click the Save button to save the Title, Active and Home Page fields.
5. Click Save/ Edit HTML button to change the page using HTML or the WYSIWYG (what You See Is What You Get) editor.

Custom Pages (Click rows below to Add or Edit)			
Page Title	Active	Home Page	Replace Live
New Page Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Save/ Edit HTML"/>			
Page Title	Active	Home Page	Actions
ADD NEW PAGE - Click this row, enter details, then save.			

The SANDICOR, Inc. data on this site was last updated: 3/29/2008

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For More Info About Premier IDX • luria@sandicor.com • (050) 622 6200

Add Custom Page- Screenshot

CUSTOM PAGE CHECKBOX OPTIONS

- **ACTIVE CHECKBOX** - Select the checkbox for “Active” if you want the page to show up on your website, leave it unchecked if you would like to save the page in your Page List to display on your website at a later time.
- **HOME PAGE CHECKBOX** - Select the checkbox for “Home Page” if you want to make this custom page your home page. Leave it unchecked to keep your current home page.
- **LIVE CHECKBOX** - Select the checkbox for “Replace Live” if you want to replace the “live” page with this page. Or, leave it unchecked if you would like to keep the current page a “preview” page.

3. Next, click the Save button to save the new custom page. After clicking save, in the Page Title Table, you will see your new custom page as a Live and a Preview page, as shown in the screenshot below labeled **Add Custom Page Live & Preview - Screenshot**.

The screenshot shows a Microsoft Internet Explorer window with the title "For More Info About Premier IDX - Microsoft Internet Explorer". The address bar shows "SEARCH SAN DIEGO DOWNTOWN SEARCH FEATURED PROPERTIES POPULAR AREAS ACCOUNT OPTIONS". The main content area is titled "Website Administration -- Custom Page Tool". It has tabs for "Start", "Chats", "Features", "Saved Homes", "Custom Pages" (which is selected), "Menus", "Downloads", "Colors", and "Options". Below the tabs, there are two buttons: "Edit Site PREVIEW Header & Footer" and "Edit Site LIVE Header & Footer". A list of instructions follows:

- Click the "Add New Page" row below to add a new Custom Page to your website.
- Click on a page to edit that page or click Delete to remove the custom page.
- Preview Page changes are seen by the administrator and are not seen by the users until you replace the Live Page.
- Live Page changes are seen by users immediately. Live Page updates are applied to the Live and Preview versions.
- By default, editing is done to the Preview Page, you must explicitly check to apply changes to Live Page.
- Preview Pages are always "active", setting the active checkbox will only apply if Live Page is being updated also.

Below the instructions is a table titled "Custom Pages (Click rows below to Add or Edit)". The table has columns: Page Title, Active, Home Page, and Replace Live. A new row is being added with the title "New Page Title", active status checked, home page unchecked, and replace live checked. A red arrow points to the "Save/Edit HTML" button in the table header. Another red arrow points to the "Save/Edit HTML" button in the table body for the "New Page Title (Live)" row. The table body also shows a row for "New Page Title (Preview)". At the bottom of the page, there is a note about the data being last updated on 3/28/2008 and a disclaimer about consumer's personal, non-commercial use. The footer includes the text "For More Info About Premier IDX • lorrie@sandicor.com • (650) 622-6200".

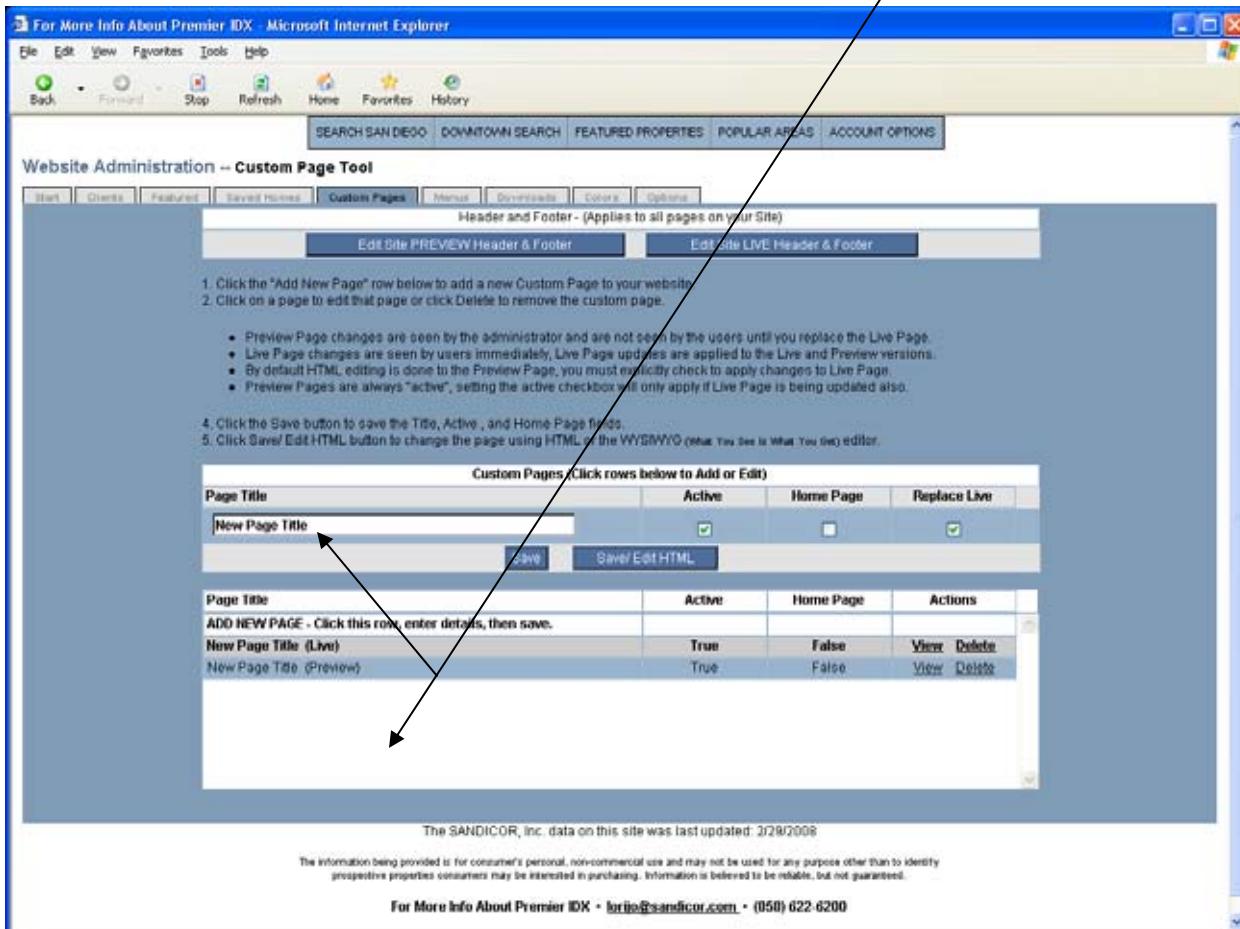
Add Custom Page Live & Preview- Screenshot

NOTE: Instead of clicking the Save button, you may choose to click the Save/Edit HTML button, which will take you directly from creating a page, onto the next step, editing a page, all with one click.

4. Next, following the instructions in the *Edit a Custom Page* section below, to begin editing your new custom page.

Edit A Custom Page

1. To edit a custom page, select the (Preview) version of page from the Page Title Table that you want to edit. The selected page name will appear in the Page Title Table above.



Note: Checking the "Active" box for the "Live" page also automatically makes the "Active" status "True" on the corresponding "Preview" page.

2. Next check the "Active" box if you want the page to show up on your website, leave it unchecked if you would like to save the page in your Page List to display on your website at a later time.
3. Click the Save/ Edit HTML button to pop-open the Custom Page Editor Window as shown in the screenshot below labeled **Edit Custom Page Window– Screenshot**.

NOTE: Ensure your browser is allowing pop-up windows to open.

The Custom Page Editor Window allows you to edit your custom pages by either using the default Normal Mode editor mode, or the advanced HTML mode.

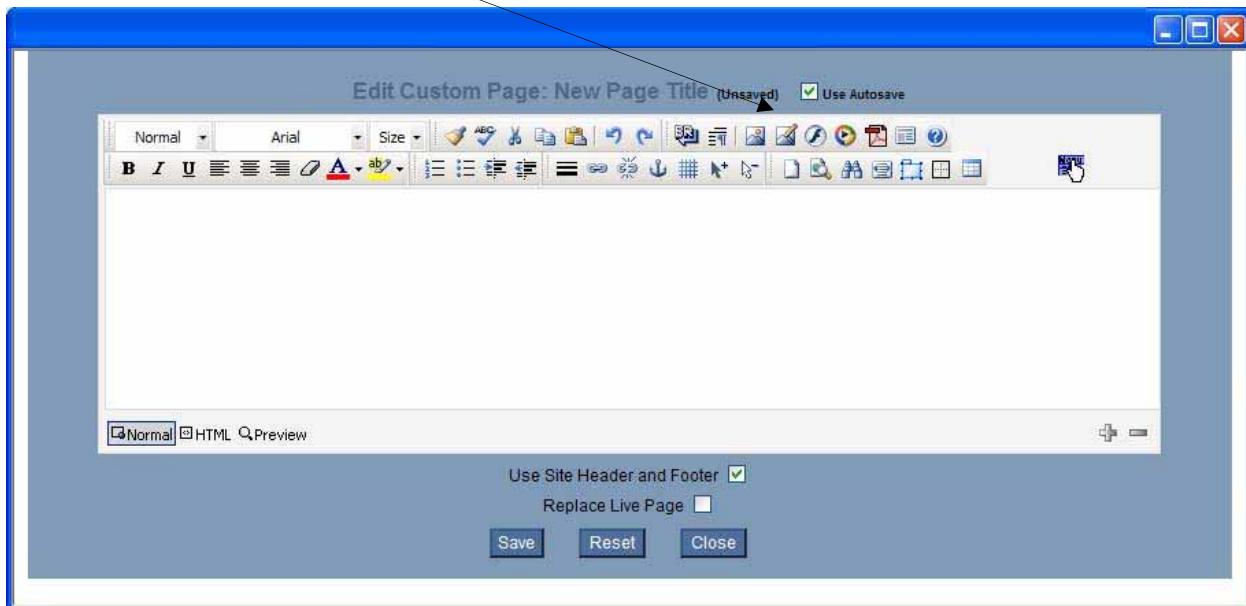
NORMAL MODE

- The Normal Mode is an easy-to-use, WYSIWYG (What You See Is What You Get) editor recommended for any user. Normal Mode is the default mode.

HTML (ADVANCED) MODE

- The HTML Mode is an advanced mode recommended for professional web developers only, or those familiar with HTML coding.

4. Click the “Use Autosave” checkbox, as shown in the screenshot below labeled **Custom Page – Screenshot**. When checked, this option will automatically save your page layout changes every minute and the status of your page will change from “Unsaved” to “Autosaved DATE TIME.”



Edit Custom Page Window– Screenshot

5. If you want to include your custom header and footer on your custom page, click the "Use Site Header and Footer" checkbox as shown in the screenshot above labeled **Edit Custom Page Window– Screenshot**.

6. Next, you can begin to add content to your custom pages in the following ways:

- Begin typing text into the box. Refer to the section titled *Editing Tools/Buttons for Custom Pages (and Header and Footer Pages)* for text editing information.
- Copy and paste an entire document into a custom page. Refer to the section titled *Cut and Paste a Document into a Custom Page* for instructions.
- Use the editing tools/buttons to add and edit content. Refer to the section titled *Editing Tools/Buttons for Custom Pages (and Header and Footer Pages)* for instructions.
- Insert images. Refer the section titled *Add Images to Custom Pages* for instructions

7. When you are ready to save your custom page, at the bottom of the Custom Page Edit Window, click the Save button. If you would like to Replace the Live page, check the "Replace Live Page" checkbox, the Preview page, or both when you click the Save button, as shown in the screenshot below labeled **Edit Custom Page Window– Screenshot**.

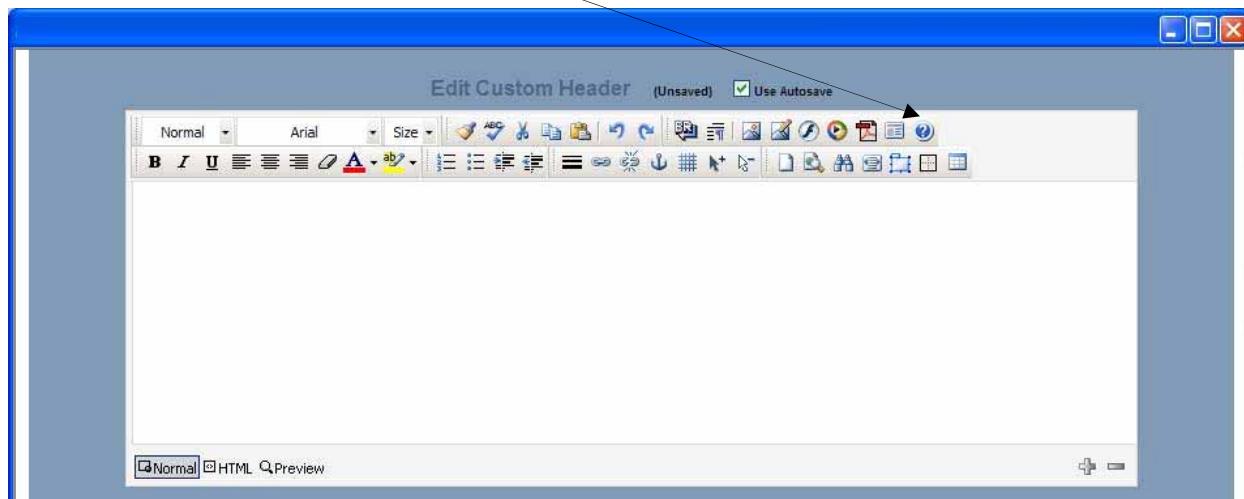
NOTE: Click the Reset button to resets your page to the way it was after your last save.

NOTE: Click the close button to cancel any changes you made since your last save, and to close the editing window.

Editing Tools/Buttons for Custom Pages (and Header and Footer Pages)

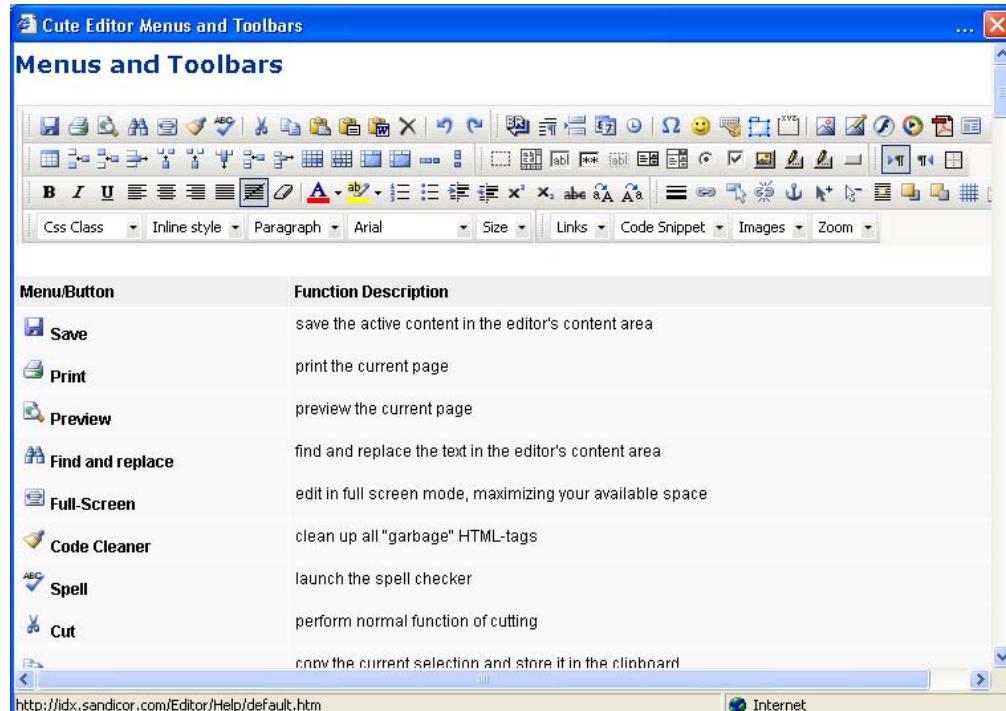
On the Edit Custom Pages Window (and the Header and Footer Page Window), there are a variety of editing tools to manipulate your text to your liking.

- Click the Help icon  located in the upper right that provides function descriptions for each tool, as shown in the screenshot below labeled **Custom Page Help Button – Screenshot**.



Custom Page Help Button – Screenshot.

- After clicking on the help button, a window will pop-up with a full explanation of all the available button editing options as shown in the screenshot below labeled **Editor Button Options – Screenshot**.



Editor Button Options – Screenshot

Cut and Paste a Document into a Custom Page

You can cut and paste entire documents into a custom page.

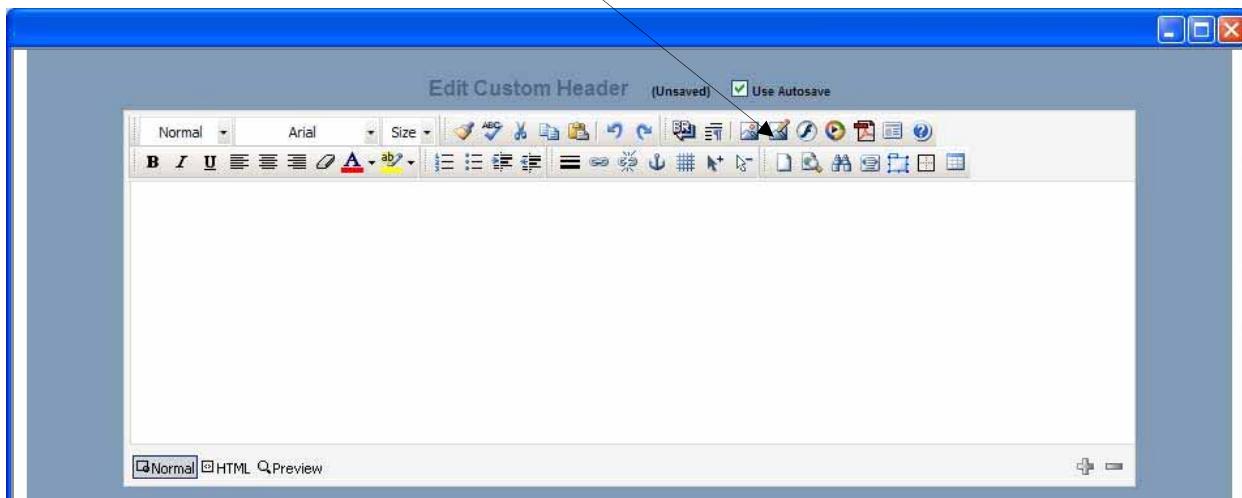
- Open up the Document you want to paste into a custom page
- Copy the document text
 - To Copy the entire document, in most applications, hold down the "Control" key while pressing the "A" key to highlight the entire document.
 - Next hold down the "Control" key while pressing the "A" key to highlight the entire document.
 - Hold down the "Control" key while pressing the "C" key to copy the highlighted text
 - Click inside the Edit Custom Page Window, and hold down the "Control" key while pressing the "P" key to copy the highlighted text

NOTE: Images embedded in documents will not cut-and-paste. To add images to a Custom Page, refer to the *Add Images to Custom Pages* below.

Add Images to Custom Pages

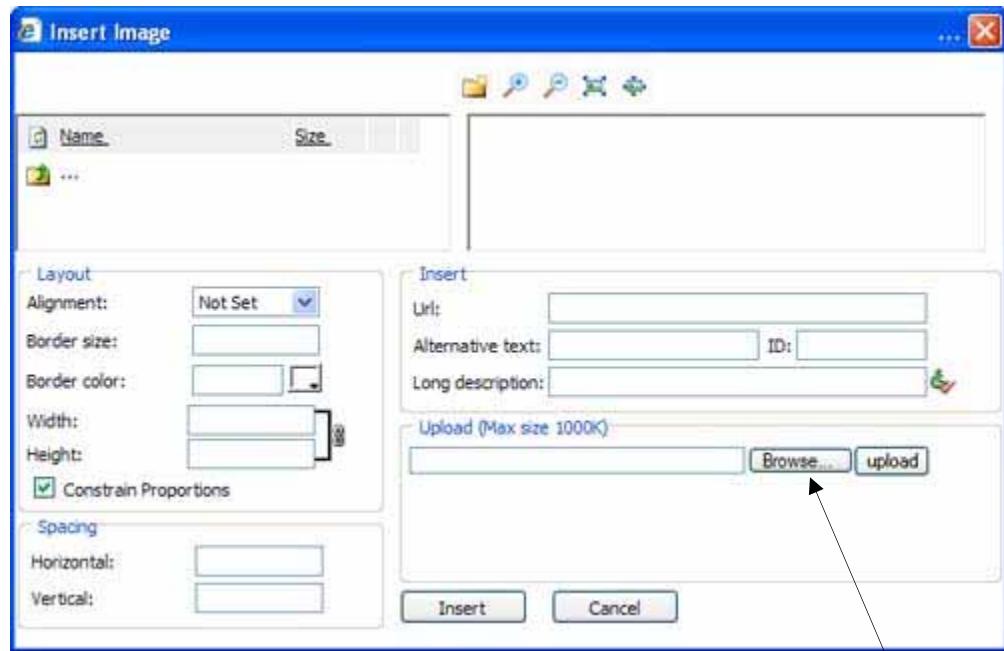
You can insert images into custom pages.

- First click the cursor in the custom page window where you would like to position the image.
- Next click the image button  found on the top of the Edit Custom Page Window toolbar as shown in the screenshot below labeled **Custom Page Image Insert Button – Screenshot**.



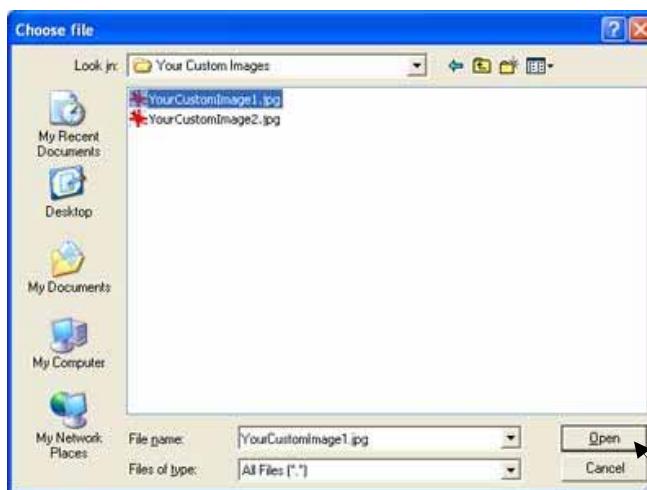
Custom Page Image Insert Button – Screenshot.

- After clicking the image button, the Image Insert Window will pop-open as shown in the screenshot below labeled **Custom Page Image Window – Screenshot**.



Custom Page Image Window – Screenshot.

- Click the Browse button as show in the screenshot above to pop-open the **Browser for Image Window – Screenshot**.



Browser for Image Window – Screenshot

- Select the image you want to insert and then click the open button **Open button**
 - After clicking the Open button the Browser for Image Window will disappear

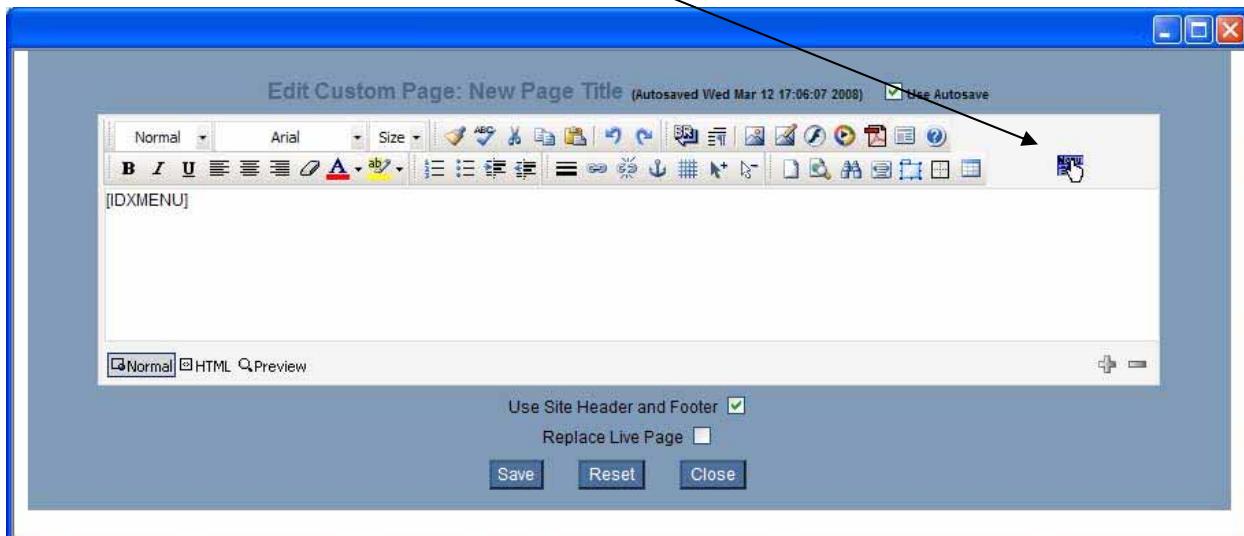


- Click the **Insert** button to insert your image into your custom page.

Add Your Menu To A Custom Page

By default, when making a custom page, your Premier IDX menu is not inserted and will not show on your custom pages unless you insert it.

- To insert your Menu, first click the cursor in the custom page window where you would like to position the menu (it is recommended to place your menu it in the top left corner)
- Next, click the "IDX Menu Button"  as shown in the screenshot below labeled **Edit Custom Page – Screenshot**.



Edit Custom Page – Screenshot

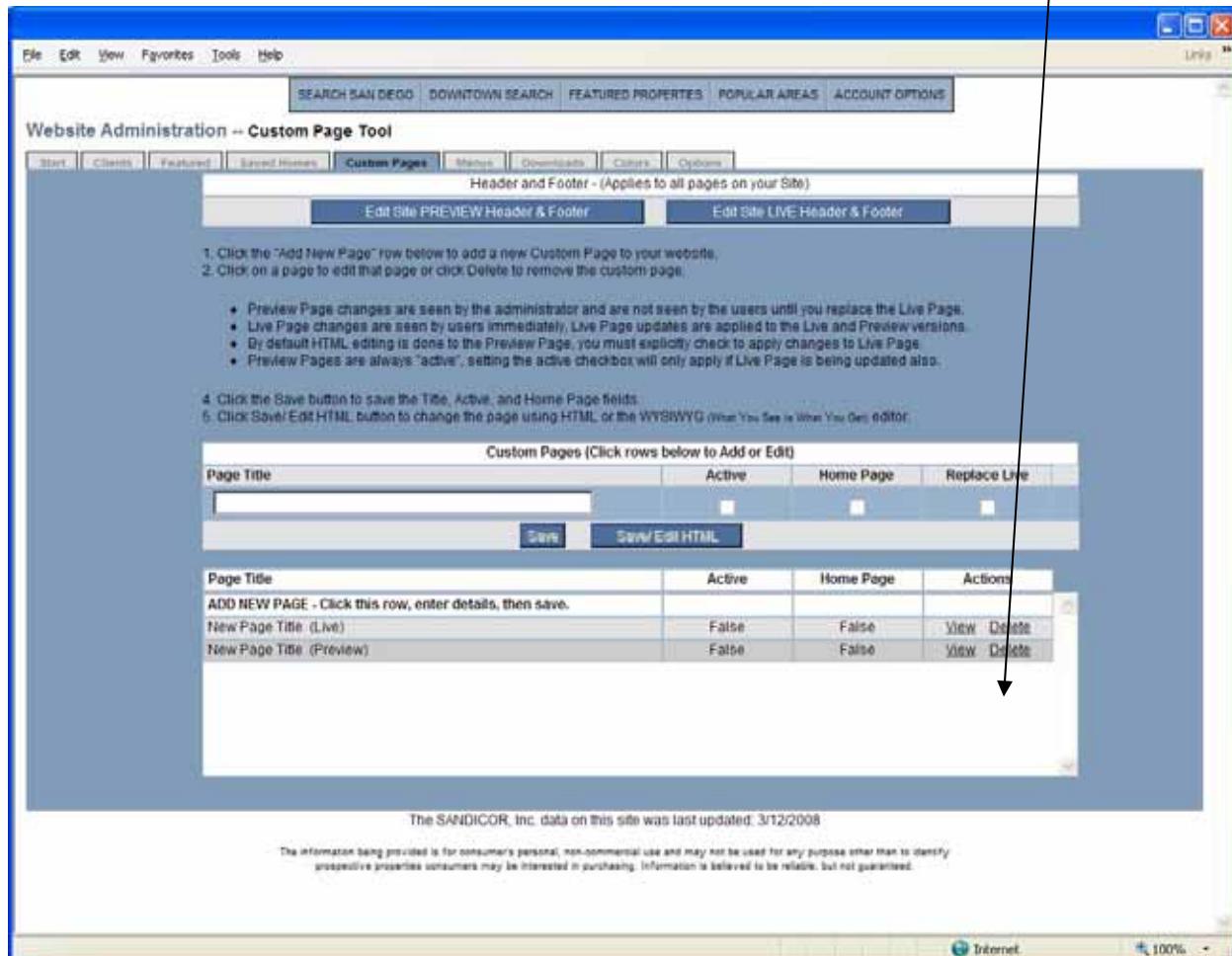
- After clicking the "IDX Menu Button" you will see the reference item [IDXMENU] inside the custom page window where you placed your cursor. Your custom page will now include your menu.

NOTE: You must insert the menu on each and every custom page if you want it on all pages

NOTE: Do not delete or edit the reference item [IDXMENU] or your menu will not show.

Delete A Custom Page

Click on a page in the Page Title list, and click “Delete” link in the “Actions” column to remove the custom page you want to delete. This will delete both the Live page and the Preview page, as shown in the screenshot below labeled **Delete Custom Page- Screenshot**.



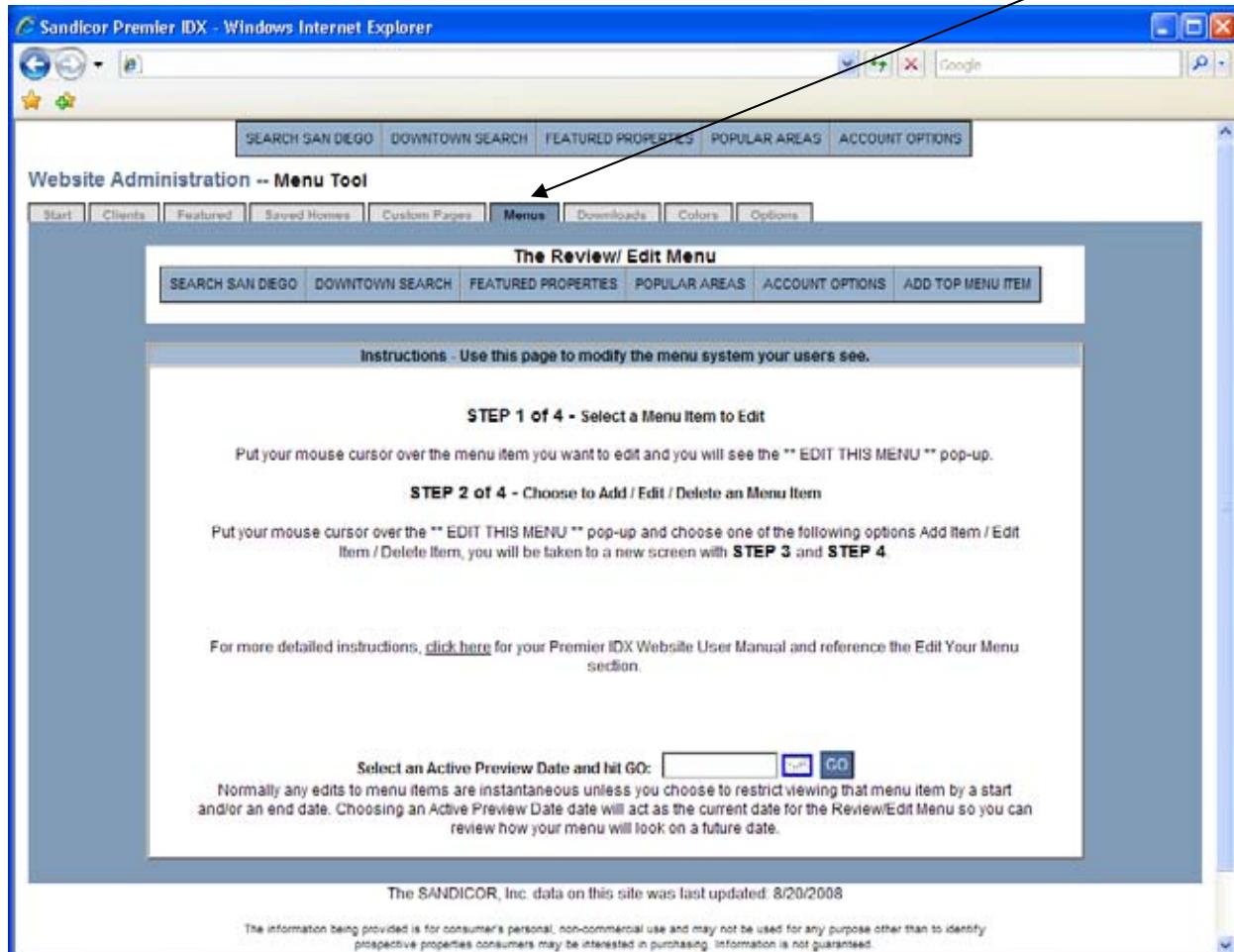
Delete Custom Page- Screenshot

NOTE: Once a page is deleted, it is not possible to undelete the page.

Adding Custom Pages Links To Your Menu

Once you have created a custom page, you need to create a way for your users to view the link to the custom page you just created.

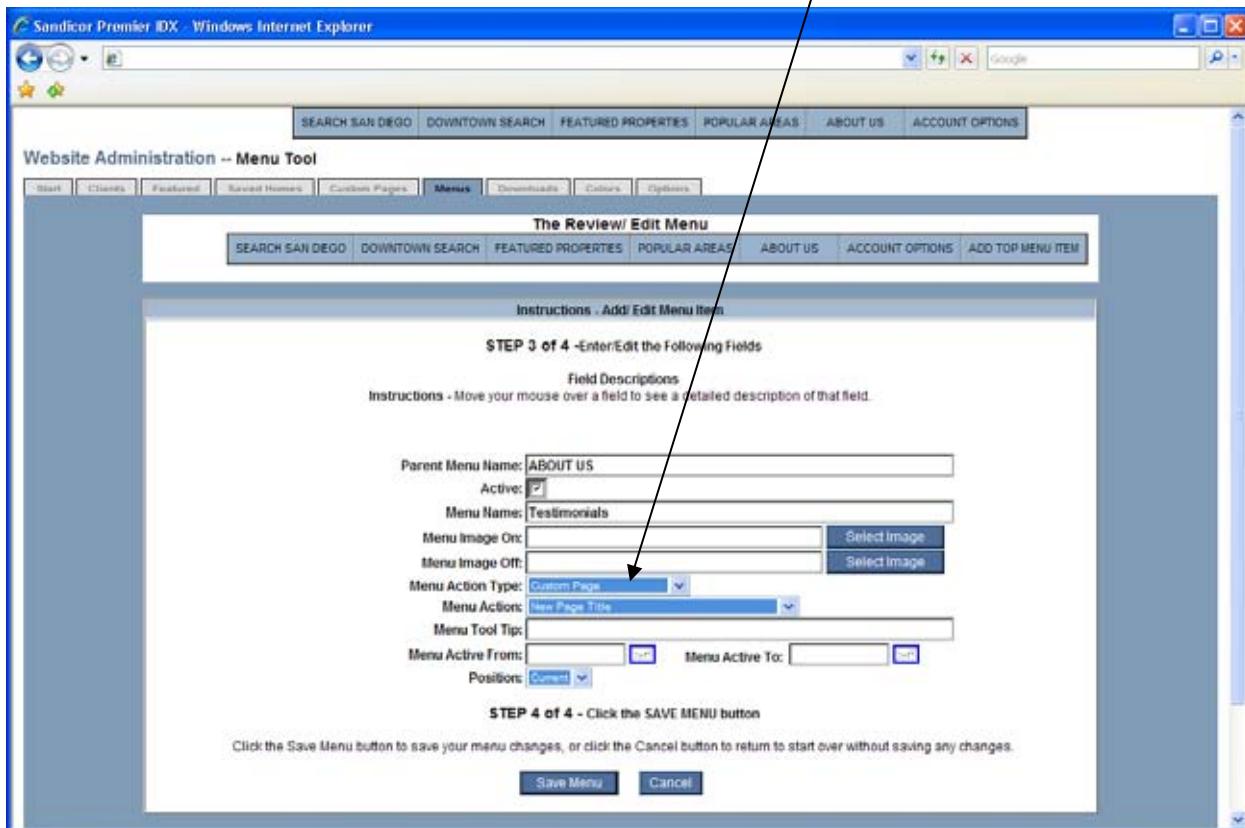
- Click on the Menu tab across the top of the Administration section, as shown in the screenshot below labeled **Edit Your Menu Page- Screenshot**.



Edit Your Menu Page- Screenshot

- Follow the instructions in this manual under the *Edit Your Menu* section and when you are filling out the “Field Descriptions”, enter the “Menu Name” and in the “Menu Action Type”, be sure to select “Custom Pages” from the drop down box as shown in the screenshot below labeled **Custom Pages Menu Link- Screenshot**.

- Once you have selected the Custom Pages, the “Menu Action” field will populate with all the Custom Pages you have created. Select the page you would like this menu button to point to and click Save Menu, as shown in the screenshot below labeled **Custom Pages Menu Link- Screenshot**.



Custom Pages Menu Link- Screenshot

- Now you can test your new menu item that points to your new custom page.

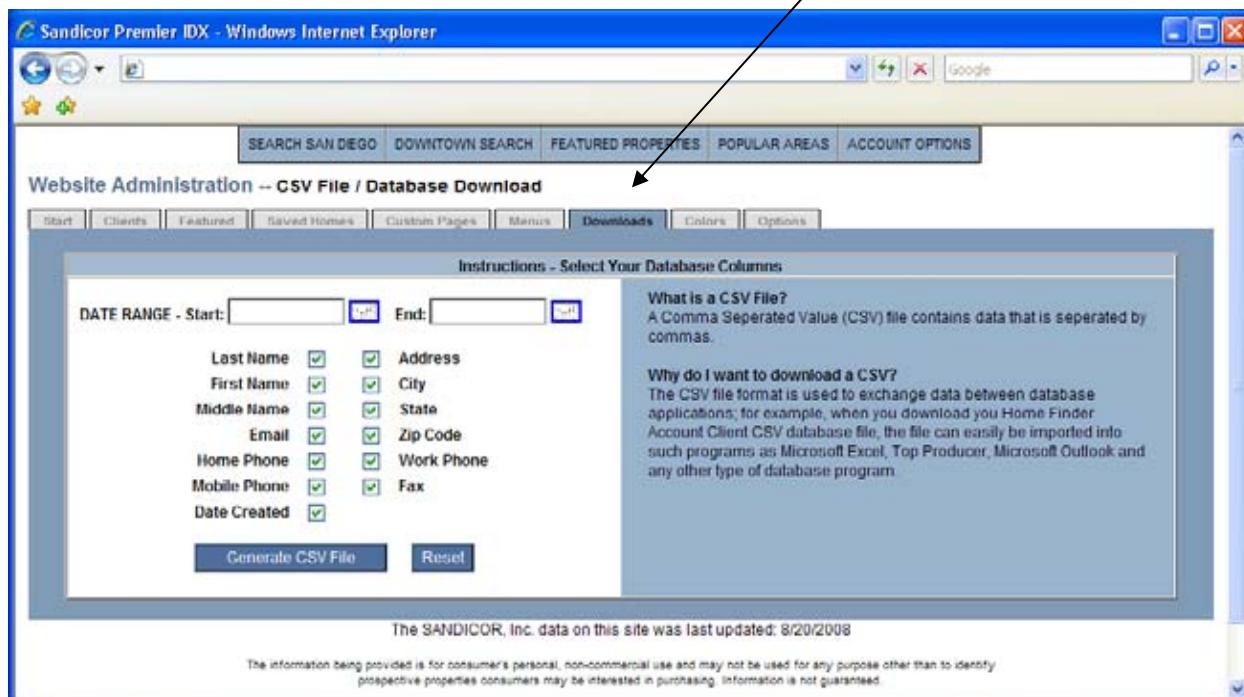
Download Your Client Database

Clients who create Home Finder Accounts have their information stored in the Premier IDX Search system and their data can be retrieved for further review by generating a Comma Separated Value (CSV) file.

A CSV file contains data that is separated by commas, hence the name Comma Separated Value (CSV) file. Since all database programs can import CSV files, you can use the downloaded CSV file to exchange data between common database applications. For example, when you download your Home Finder Account Client CSV database file, the file can easily be imported into such programs as Microsoft Excel, Top Producer, Microsoft Outlook and any other type of database.

How to Download Your Client Database

- To download all of your clients into a single CSV file, click on the *Download Your Client Database* link found on the Web Site Administration Start Page, or the *Downloads* tab found across the top of any page of the Web Site Administration Section.
- After clicking on the *Downloads* tab, you will see the *CSV File / Database Download Page*, as shown in the screenshot below labeled **Database Download Page - Screenshot**.



Database Download Page - Screenshot

- Next, fill out the Download CSV form by entering a date range in the boxes provided and by checking the boxes to determine the database columns that you want to download.

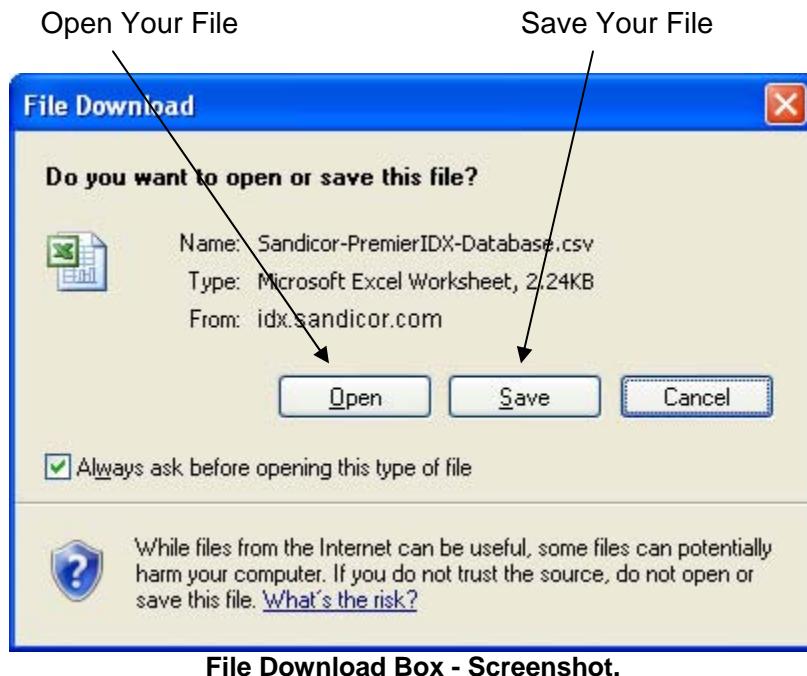
Choose columns from any combination of the following criteria:

<u>Column Name</u>	<u>Column Description</u>
Last Name:	All of your clients last names.
First Name:	All of your clients first names.
Email:	All of your clients email addresses.
Phone:	All of your clients phone numbers.
Mobile Phone:	All of your clients mobile phone numbers.
Address:	All of your clients street addresses.
City:	All of your clients cities.
State:	All of your clients states.
Zip Code:	All of your clients zip codes.
Date Created:	The date the client's information was created in the system.

- After choosing your download criteria, click the *Generate CSV File* button, as shown in the screenshot below labeled **CSV File Page - Screenshot**.

CSV File Page – Screenshot

- After clicking on the *Generate CSV File* button, a *File Download* box will appear, click *Open* to view the file, or *Save* to save it to your computer, as shown in the screenshot below labeled **File Download Box - Screenshot**. You now have all of your clients data downloaded into a single CSV file.



IMPORTANT NOTE: This file only contains clients who create Home Finder Accounts.

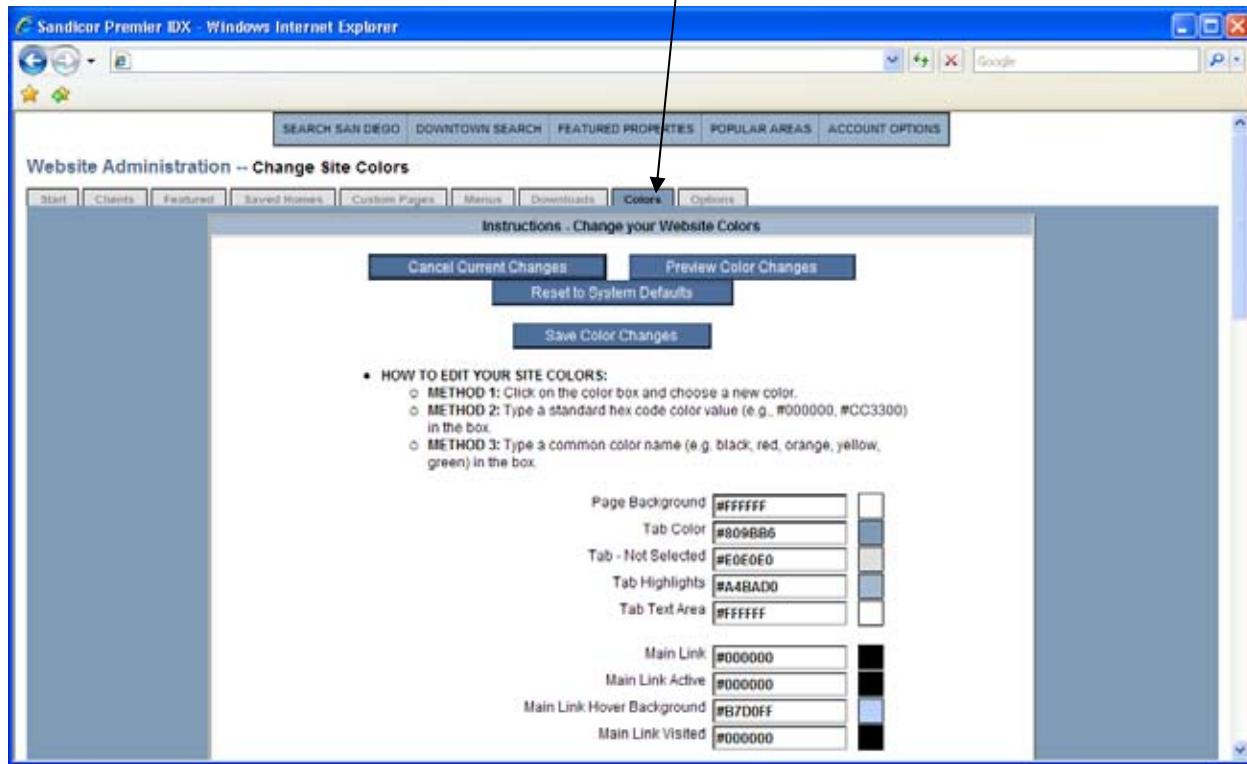
How to Import Your CSV File into Another Database Program

- Follow the steps found in the section titled *How to Download Your Client Database* to generate a CSV file from the Premier IDX Search and save the file to your computer.
- Next, all database programs can import CSV files into an existing database. Refer to your database program's user manual for specific details on how to import a CSV file.

Modify your Site Colors

The *Colors* tab on the Premier IDX Administration Section allows you to change your Web Site colors.

- To change your Web Site colors, click on the *Modify your Site Colors* link found on the Web Site Administration Start Page, or the *Colors* tab found across the top of any page of the Web Site Administration Section, as shown in the screenshot below labeled **Change Site Colors Page - Screenshot**.



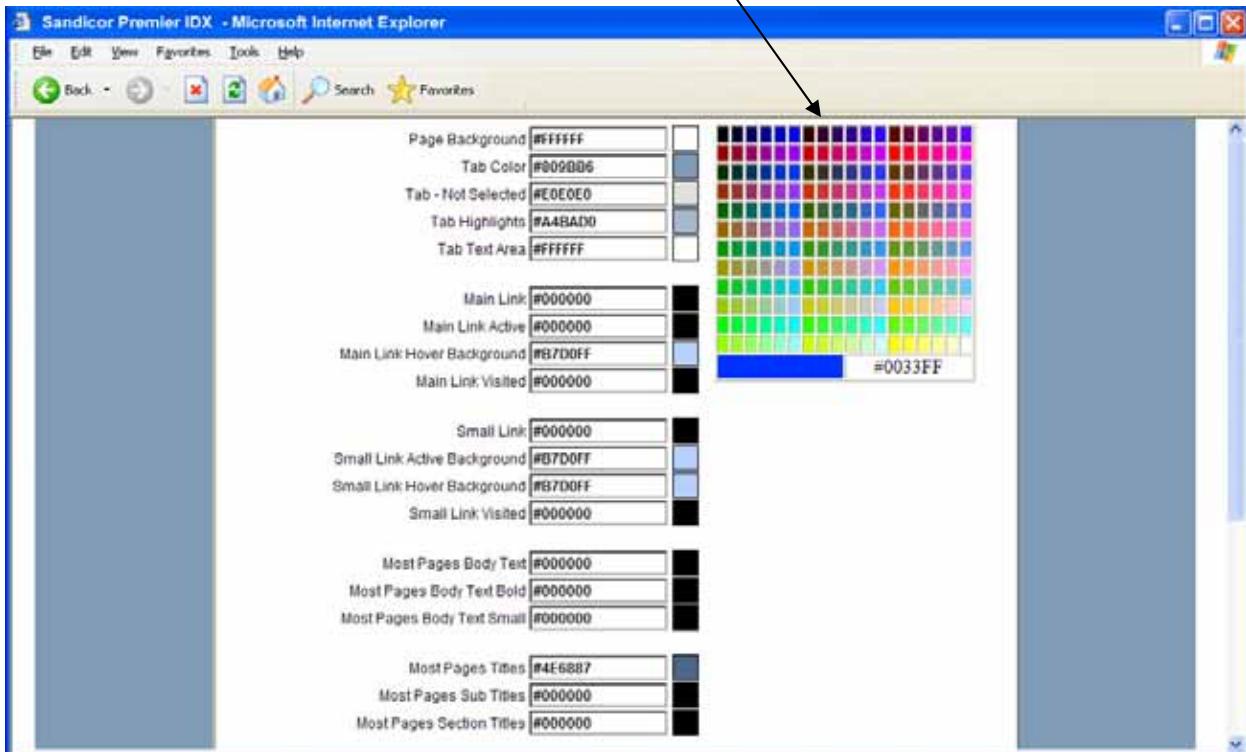
- After clicking on the *Colors* tab, you will see the Change Site Colors Page, as shown in the screenshot above labeled **Change Site Colors Page - Screenshot**.

How To Edit Your Site Colors

There are 3 methods to change your site colors.

Method 1 - The Color Grid

- Click on the color box to display the color grid next to the color you wish to edit, as shown in the screenshot below labeled **Edit Your Site Colors: Method 1 - Screenshot**.

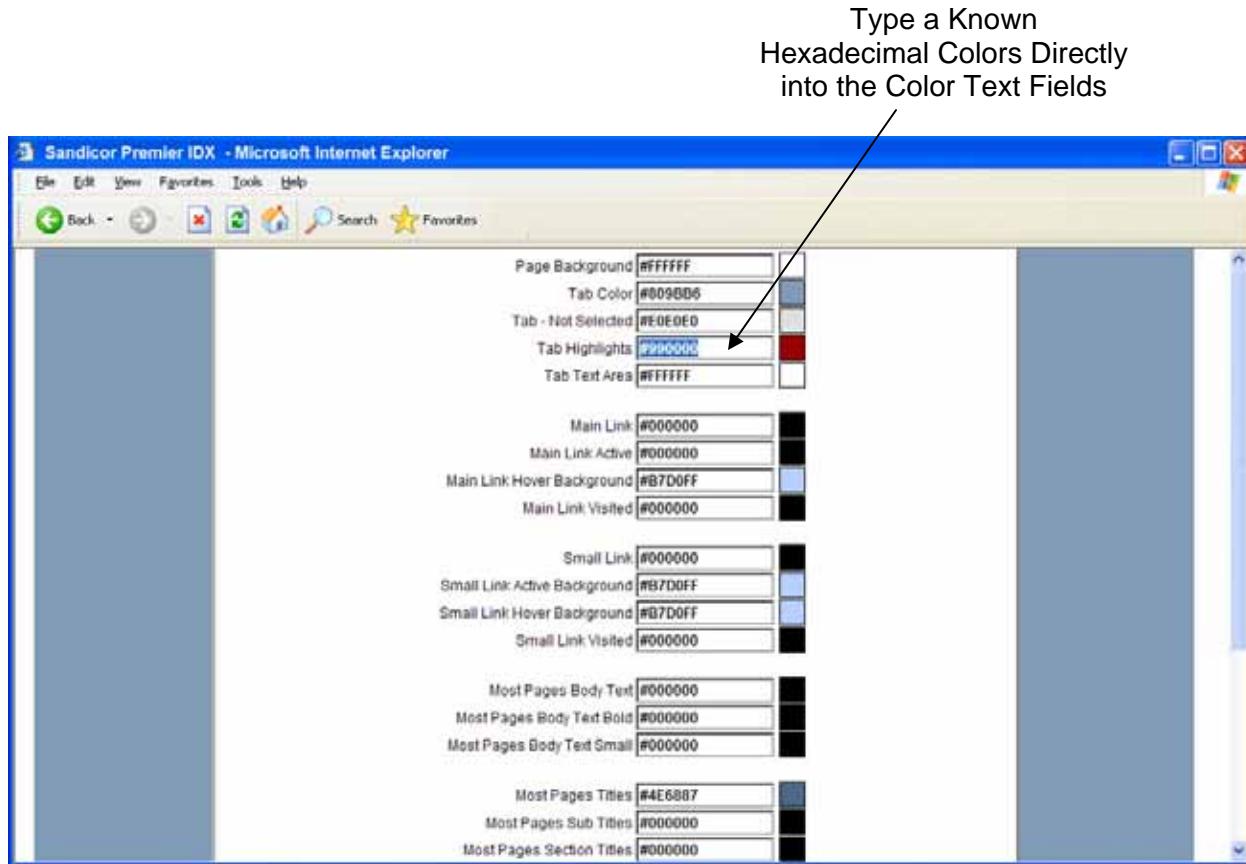


Edit Your Site Colors: Method 1 - Screenshot

- Move your mouse over the grid to view the variety of colors, as shown in the screenshot above labeled **Edit Your Site Colors: Method 1 - Screenshot**.
- Choose a new color by clicking on that color in the color grid. Your selection automatically populates the text box with the exact web color number (known as a hexadecimal color number).

Method 2 - Hexadecimal Colors

- Type a known hexadecimal color value (e.g., #000000, #CC3300) in the box, as shown in the screenshot below labeled **Edit Your Site Colors: Method 2 - Screenshot**.

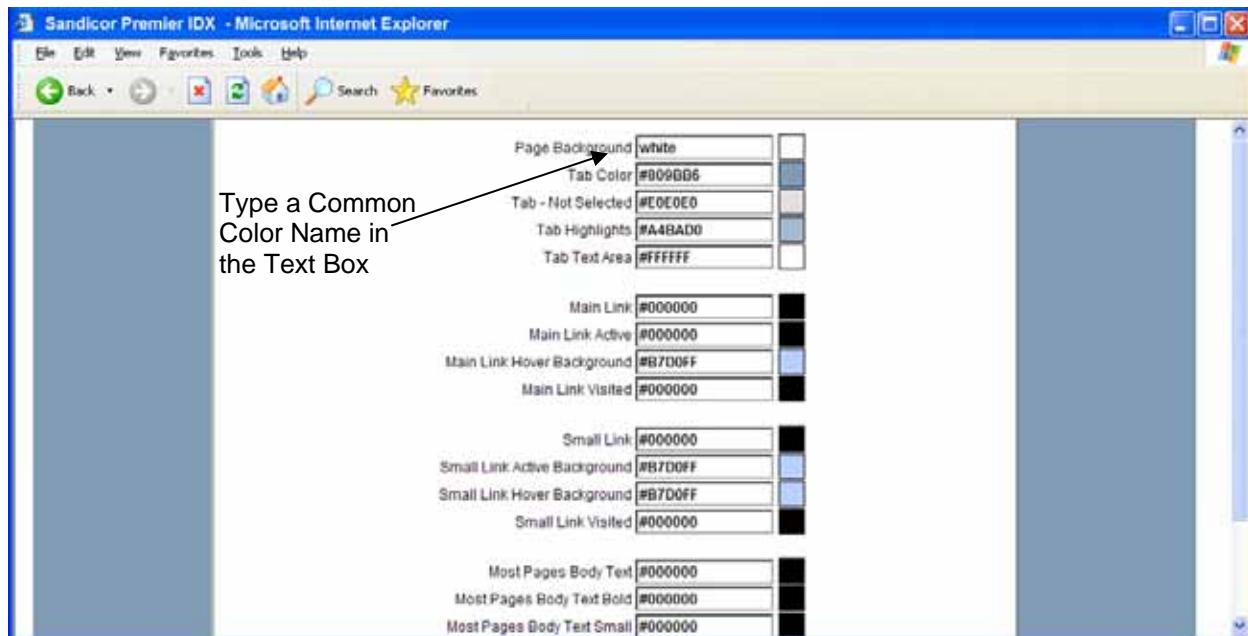


Edit Your Site Colors: Method 2 - Screenshot

- After entering the hex code in the box, you can press the Tab key on your keyboard to take you to the next box, as shown in the screenshot above labeled **Edit Your Site Colors: Method 2 - Screenshot**.

Method 3 - Common Color Names

- Type a common color name (e.g. black, red, orange, yellow, green, blue) in the box, as shown in the screenshot below labeled **Edit Your Site Colors: Method 3 - Screenshot**. Refer to the *Common Color Names Table* below for a list of acceptable color names.



Edit Your Site Colors: Method 3 - Screenshot

- After entering the hex code in the box, you can press the Tab key on your keyboard to take you to the next box.

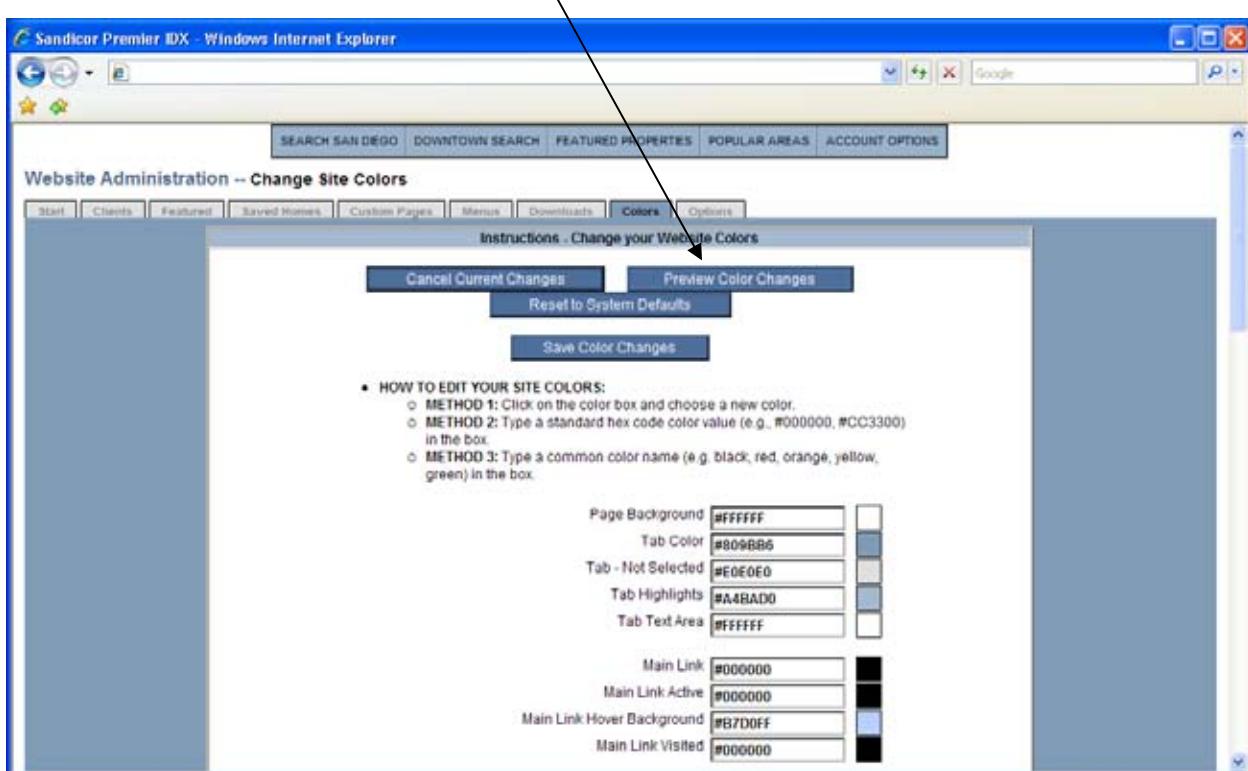
COMMON COLOR NAMES TABLE

ALICEBLUE	DARKOLIVEGREEN	INDIGO	MEDIUMSEAGREEN	ROSYBROWN
ANTIWHITE	DARKORANGE	IVORY	MEDIUMSLATEBLUE	ROYALBLUE
AQUA	DARKORCHID	KHAKI	MEDIUMSPRINGGREEN	SADDLEBROWN
AQUAMARINE	DARKRED	LAVENDER	MEDIUMTURQUOISE	SAFEMARINE
AZURE	DARKSALMON	LAVENDERBLUSH	MEDIUMVIOLETRED	SANDYBROWN
BEIGE	DARKSEAGREEN	LEMONCHIFFON	MIDNIGHTBLUE	SEAGREEN
BISQUE	DARKSLATEBLUE	LIGHTBLUE	MINTCREAM	SEASHELL
BLACK	DARKSLATEGRAY	LIGHTCORAL	MISTYROSE	SIENNA
BLANCHEDALMOND	DARKTURQUOISE	LIGHTCYAN	NAVAJOWHITE	SILVER
BLUE	DARKVIOLET	LIGHTGOLDENRODYELLOW	NAVY	SKYBLUE
BLUEVIOLET	DEEPPINK	LIGHTGRAY	OLDLACE	SLATEBLUE
BROWN	DEEPSKYBLUE	LIGHTGREEN	OLIVE	SLATEGRAY
BURLYWOOD	DIMGRAY	LIGHTPINK	OLIVEDRAB	SNOW
CADETBLUE	DODGERBLUE	LIGHTSALMON	ORANGE	SPRINGGREEN
CHARTREUSE	FIREBRICK	LIGHTSEAGREEN	ORANGERED	STEELBLUE
CHOCOLATE	FLORALWHITE	LIGHTSKYBLUE	ORCHID	TAN
CORAL	FORESTGREEN	LIGHTSLATEGRAY	PALEGOLDENROD	TEAL
CORNFLOWERBLUE	FUCHSIA	LIGHTSTEELBLUE	PALEGREEN	THISTLE
CORNSILK	GAINSBORO	LIGHTYELLOW	PALETURQUOISE	TOMATO
CRIMSON	GHOSTWHITE	LIME	PALEVIOLETRED	TURQUOISE
CYAN	GOLD	LIMEGREEN	PAPAYAWHIP	VIOLET
DARKBLUE	GOLDENROD	LINEN	PEACHPUFF	WHEAT
DARKCYAN	GRAY	MAGENTA	PERU	WHITE
DARKGOLDENROD	GREEN	MAROON	PINK	WHITESMOKE
DARKGRAY	GREENYELLOW	MEDIUMAQUAMARINE	PLUM	YELLOW
DARKGREEN	HONEYDEW	MEDIUMBLUE	POWDERBLUE	YELLOWGREEN
DARKKHAKI	HOTPINK	MEDIUMMORCHID	PURPLE	
DARKMAGENTA	INDIANRED	MEDIUMPURPLE	RED	

Preview Your Color Scheme

- At anytime, you can Preview your color scheme or see an example of what your Web Site colors will look like by clicking on the *Preview Color Changes* button located at the top and bottom of the Change Site Colors Page, as shown in the screenshot below labeled **Preview Your Site Colors – Screenshot**.

Click the *Preview Color Changes*
Button to Preview Your Color Edits



Preview Your Site Colors - Screenshot

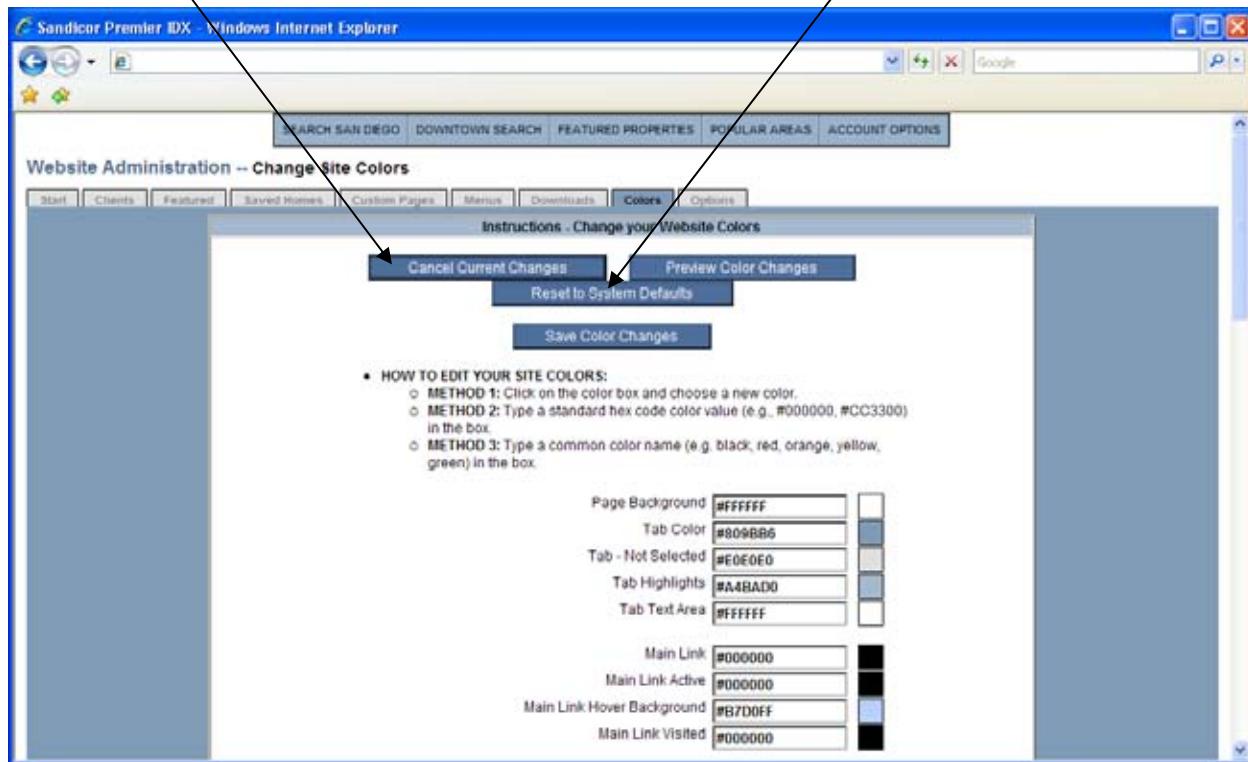
- After you click the *Preview Color Changes* button, the changes will apply to your current page, but are not applied to the entire site until you click the *Save Color Changes* button.

Cancel or Reset Your Site Colors

- To cancel all your color changes (which will revert your color scheme to the way you last saved it) click on the *Cancel Current Changes* button located at the top and bottom of the Change Site Colors Page, as shown in the screenshot below labeled **Cancel or Reset Your Site Colors - Screenshot**.

Click the *Cancel Current Changes* Button to Cancel Current Edits

Click the *Reset to System Defaults* Button to Set all Colors Back to the System Defaults



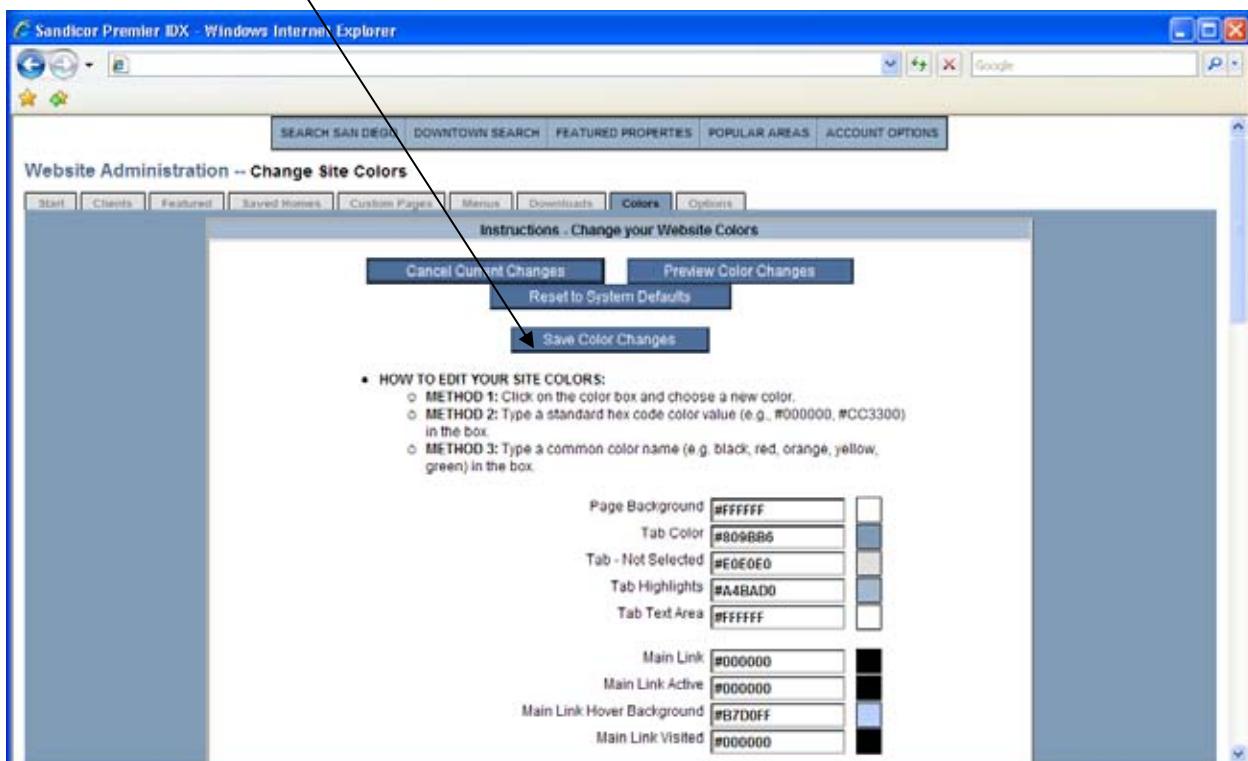
Cancel or Reset Your Site Colors - Screenshot

- To reset all your colors back to the system defaults (the original system colors), click on the *Reset to System Defaults* button located at the top and bottom of the Change Site Colors Page, as shown in the screenshot above labeled **Cancel or Reset Your Site Colors - Screenshot**.

Save Your Site Colors

- To save all your color changes, click on the *Save Color Changes* button located at the top and bottom of the Change Site Colors Page, as shown in the screenshot below labeled **Save Your Site Colors - Screenshot**.

Click the *Save Color Changes*
Button to Save Your Color Edits

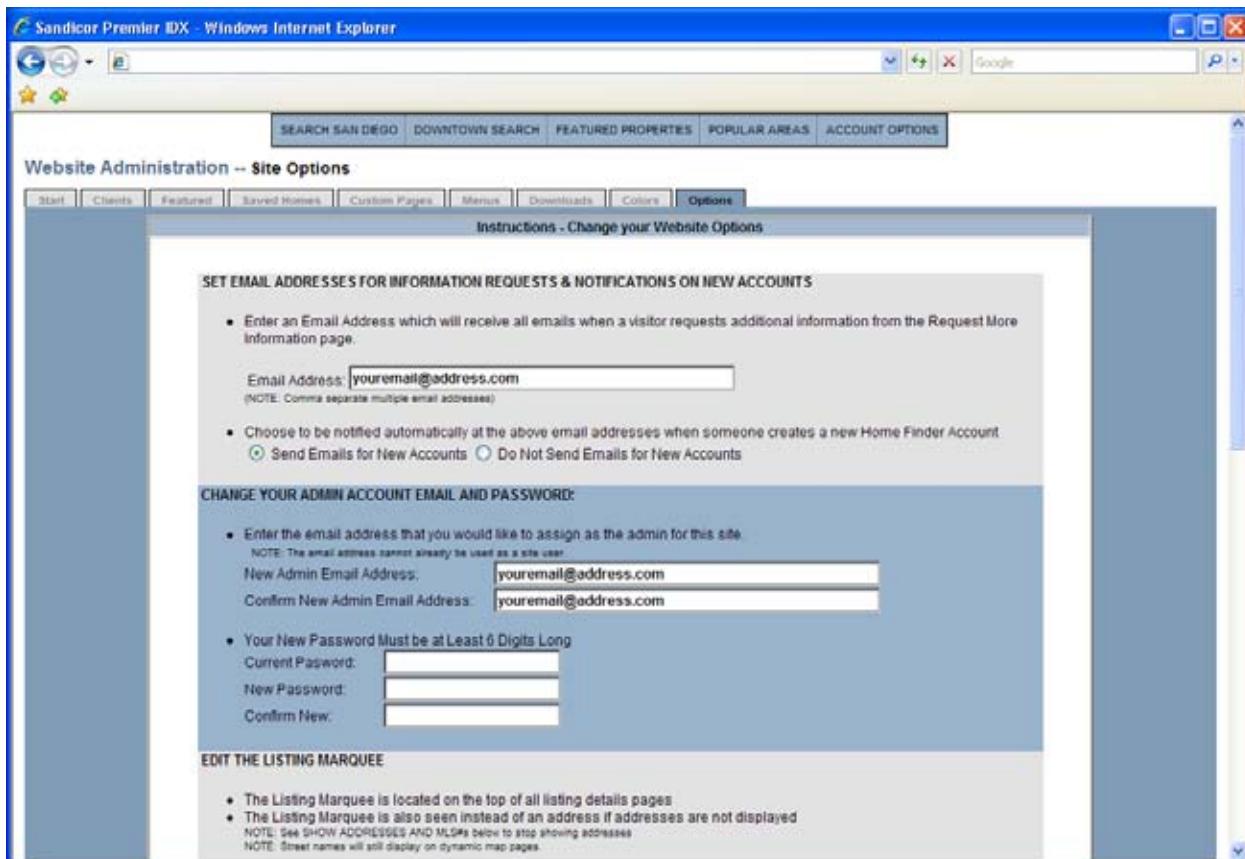


Save Your Site Colors - Screenshot

Change Your Site Options

The *Options* tab allows you to configure and customize your site options for your Premier IDX Search. You can send automatic notification emails, edit the listing marquee, force logins to collect client data, show addresses and MLS#s, and more on the *Site Options* page.

- To access your site options, click on the *Change your Site Options* link found on the Web Site Administration Start Page, or the *Options* tab found across the top of any page of the Web Site Administration Section.
- After clicking on the *Options* tab, you will see the *Site Options Page*, as shown in the screenshot below labeled **Site Options Page - Screenshot**.



Site Options Page - Screenshot

Set Email Addresses For Notification on Information Requests & New Accounts

Your Premier IDX Search will allow you to receive emails when visitors create new Home Finder Accounts from the Home Finder Account Login Page and when they request more information from the Request More Information Page.

The following two screenshots show the page and the email you will receive when the Request More Information Page is submitted:

This screenshot shows the 'Request More Information' page. It includes fields for 'Name' (Last Name, First Name), 'Email', 'Phone', and a 'Subject' field. Below these fields is a large text area for the message body. At the bottom, there is a 'Submit Request' button.

Request More Information Page

From: JohnDoe@email.com
Sent: Saturday, November 03, 2007 2:36 PM
To: YouTheAgent@emailAddress.com
Subject: A Request for More Information from Your Premier IDX Website

You have a request for more information from your Premier IDX Website with the following information:

GENERAL INFORMATION

Time Sent: 11/3/2007 5:36:14 PM

Name: John Doe
Email: newClient@email.com
Home Phone: 6195551111
Mobile Phone: 6195552222
FAX: 6195553333

Preferred Contact Method: Email or Phone

REQUEST/QUESTION

Request/Question Subject: More info on MLS# 076067631

Request/Question:

Please contact me for more information on the property with MLS# 076067631.

Request More Information Page Example Notification Email

The following two screenshots show the page and the email you will receive when the Home Finder Account Page is submitted:

This screenshot shows the 'Your FREE! Home Finder Account' sign-up page. It includes fields for 'Name', 'Email', 'Password', and 'Confirm Password'. There is also a checkbox for 'Create a New Client Account'. Below the form is a large text area for the message body. At the bottom, there is a 'Create New Account' button.

Home Finder Account Login Page

From: YouTheAgent@emailAddress.com
Sent: Saturday, October 13, 2007 2:25 PM
To: YouTheAgent@emailAddress.com
Subject: New Home Finder Account Created on your Premier IDX Website

A potential new client has created a new FREE Home Finder Account on your Sandicor Premier IDX Website today at 11/3/2007 5:24:47 PM.

The client's email address is TheNewClient@address.com

Login to your Premier IDX Website by [clicking here](#) to:

- FIND a Client
- DOWNLOAD your Client Database
- CHANGE your Site Options to stop receiving these emails
- and more...

**** PLEASE DO NOT REPLY TO THIS MESSAGE ****

Home Finder Account Login Page Example Notification Email

- On the Site Options Page (accessed by clicking the *Options* tab of Premier IDX Administration Section) set an email address which will receive all emails when a visitor requests additional information from the Request More Information Page by entering an email address in the *Email Address:* text field on you as shown in the screenshot below labeled **Automatic Notification - Screenshot**.

NOTE: You can have the automatic notifications sent to multiple email addresses by separating them with a comma.

SET EMAIL ADDRESSES FOR INFORMATION REQUESTS & NOTIFICATIONS ON NEW ACCOUNTS

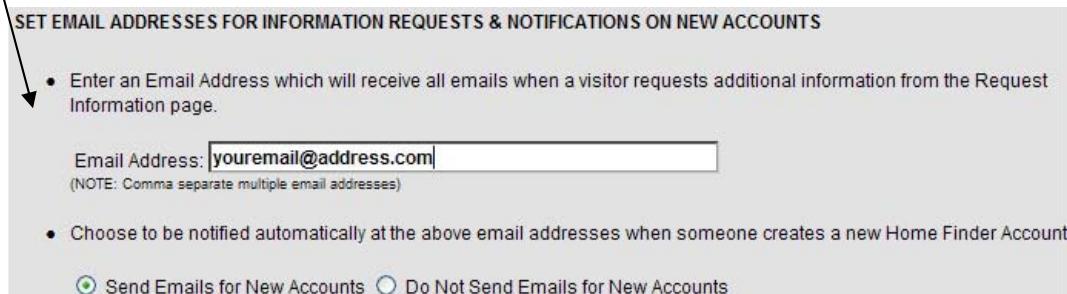
• Enter an Email Address which will receive all emails when a visitor requests additional information from the Request Information page.

Email Address:
(NOTE: Comma separate multiple email addresses)

• Choose to be notified automatically at the above email addresses when someone creates a new Home Finder Account

Send Emails for New Accounts Do Not Send Emails for New Accounts

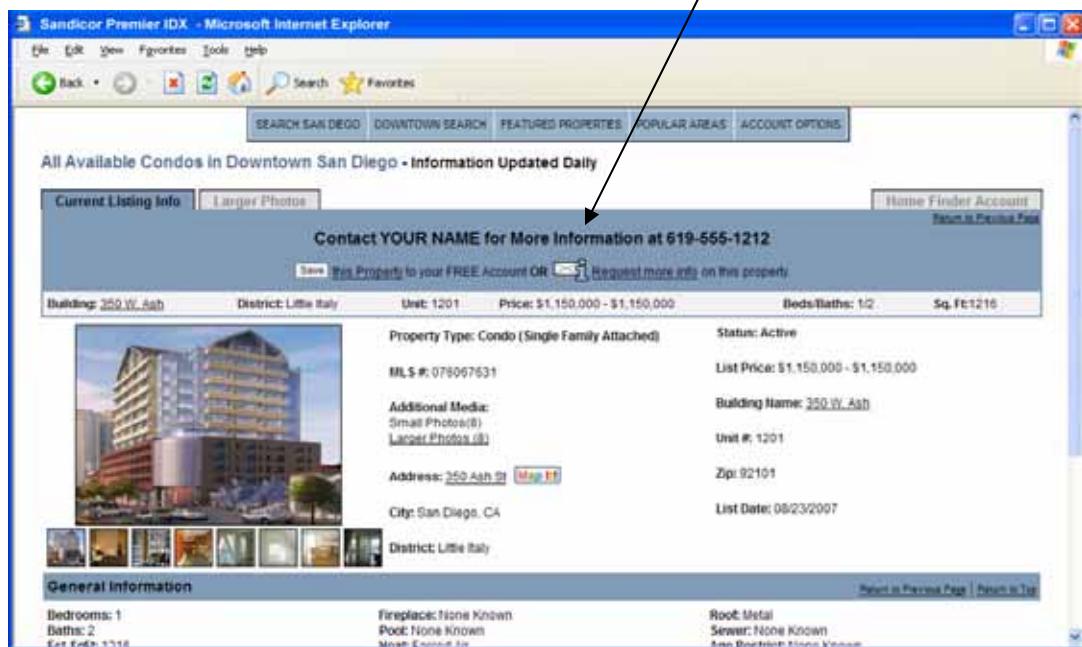
Automatic Notification - Screenshot



- To be notified automatically when visitors creates a new Home Finder Account at the same email addresses entered for receiving additional information requests, select the *Send Emails for New Accounts* choice. To not receive any emails when visitors create new Home Finder Accounts, select the *Do Not Send Emails for New Accounts* choice as shown in the screenshot above labeled **Automatic Notification - Screenshot**.
- Click the *Submit Site changes* button at the bottom of the Site Options Page to submit your changes.

Edit the Listing Marquee

Your Premier IDX Search will allow you to edit the Listing Marquee. The Listing Marquee is customizable text that is displayed across the top of any listing detail page as shown in the screenshot below labeled **Listing Marquee Location - Screenshot**.



Listing Marquee Example - Screenshot

NOTE: The Listing Marquee is also seen instead of an address if addresses are not displayed. (Reference the *Show Address and MLS#s* section below for more details on hiding address and MLS#s)

- To edit the marquee, on the Site Options Page (accessed by clicking the *Options* tab of Premier IDX Administration Section), enter text into the “Edit Marquee” box, as shown in the screenshot below labeled **Listing Marquee - Screenshot**.



Listing Marquee - Screenshot

NOTE: The Marquee can not be greater than 240 characters.

- Click the *Submit Site changes* button at the bottom of the Site Options Page to submit your changes.

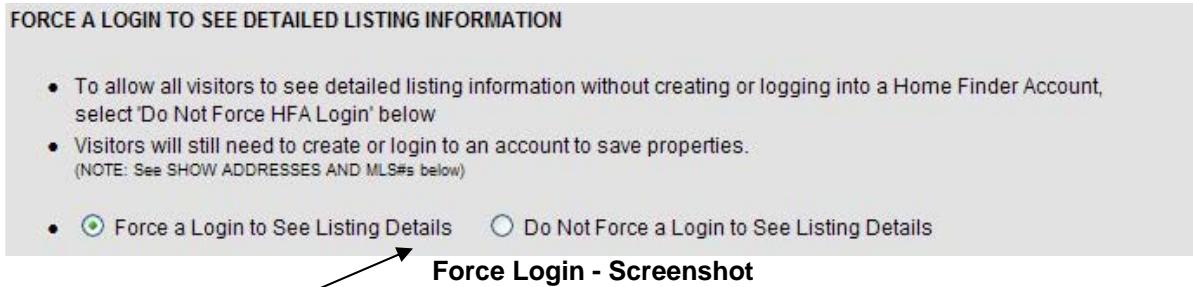
Force Login To See Detailed Listing Information

You can choose to allow or restrict site visitors the ability to view detailed property listing information.

If you select *Force a Login to See Listing Details*, users to your site will need to create, or login, to an HFA account in order to access the detailed listing information for property listings

If you select *Do Not Force a Login to See Listing Details*, users will be able to see all the information without creating an Home Finder Account or logging into your site.

- To choose a forced login or not, on the Site Options Page (accessed by clicking the *Options* tab of Premier IDX Administration Section), select a *Force a Login* option, as shown in the screenshot below labeled **Force Login - Screenshot**.



Choose to Force a Login or Not

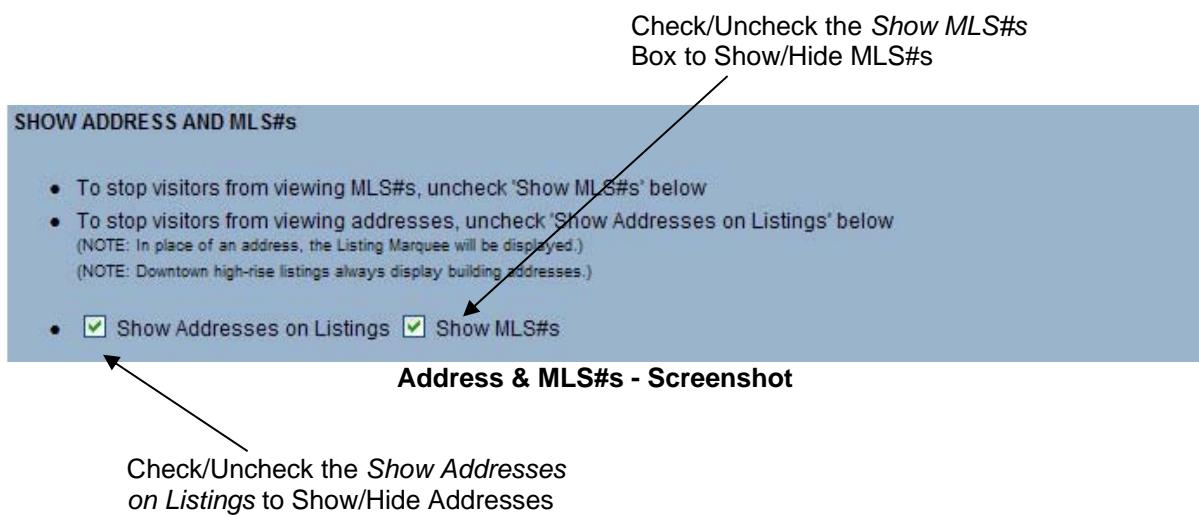
NOTE: Visitors will still need to create or login to an account if they want to save properties.

- Click the *Submit Site changes* button at the bottom of the Site Options Page to submit your changes.

Show Address and MLS#s

You can choose to allow or restrict site visitors from viewing MLS#s or addresses.

- To stop visitors from viewing MLS#s, on the Site Options Page (accessed by clicking the *Options* tab of Premier IDX Administration Section), uncheck the “Show MLS#s” checkbox, as shown in the screenshot below labeled **Address & MLS#s - Screenshot**.
- To stop visitors from viewing addresses, uncheck ‘Show Addresses on Listings’ , as shown in the screenshot above labeled **Address & MLS#s - Screenshot**. In place of an address, the Listing Marquee will be displayed.



NOTE: Downtown High-Rise listings display addresses regardless of these settings.

NOTE: Street names will still display on dynamic map pages.

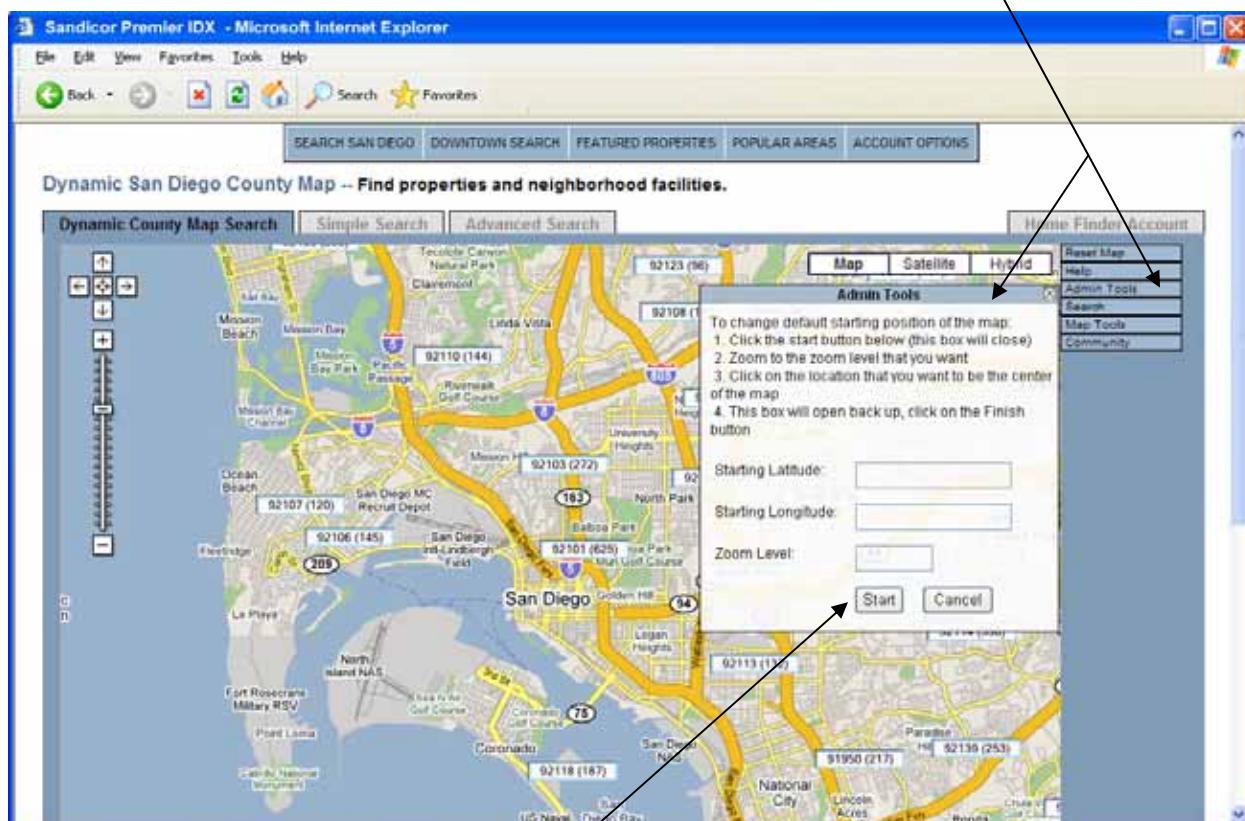
- Click the *Submit Site changes* button at the bottom of the Site Options Page to submit your changes.

Change Your Dynamic County Map Starting Position

You can change the default starting position of the Dynamic County Map if you want it to start in a different zip code or region than the default map starting position.

- To change your Dynamic County Map Starting Position, open the Dynamic County Map Page while logged in to your Premier IDX Search as the administrator.
- Next click on the *Admin Tools* menu item on the right side of the map to pop open the instructions window, as shown in the screenshot below labeled **Admin Tools - Screenshot**. (Note: You only see the *Admin Tools* menu item when logged in as administrator.)

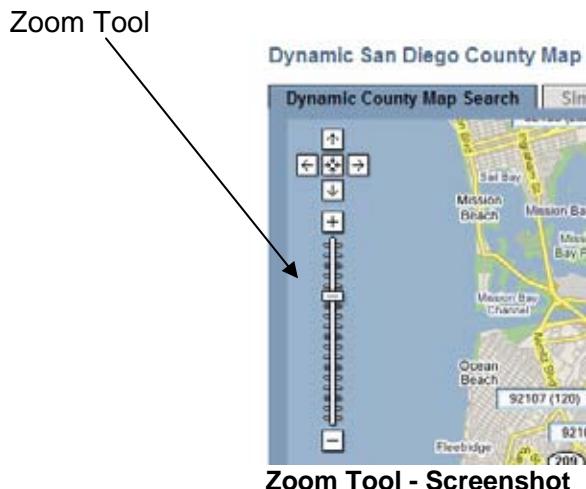
Click the *Admin Tools* menu item to pop open the instruction window.



~~Admin Tools - Screenshot~~

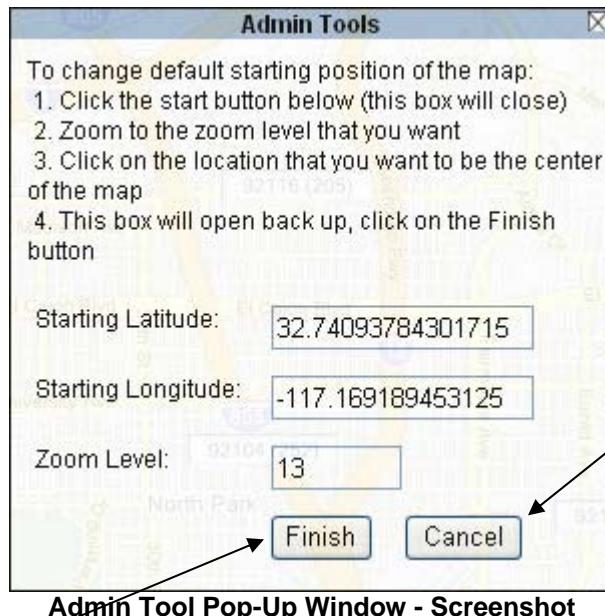
- Next, follow these STEPS (a condensed version of these instructions are also found within the *Admin Tools* pop-up window):
 1. Click the *Start* button to begin. After clicking the *Start* button the *Admin Tools* pop-up window will close. Proceed to the next step.

2. Zoom to the zoom level that you want with the *Zoom Tool* located on the left side of the map as shown in the screenshot below labeled **Zoom Tool - Screenshot**.



Zoom Tool - Screenshot

3. Click on the location that you want to be the center of the map.
4. After clicking your desired starting position, the *Admin Tools* pop-up window will pop-up again. Click the *Finish* button inside the *Admin Tools* pop-up window to set your new map position and to close the window, or click the *Cancel* button to cancel resetting your map starting position as shown in the screenshot below labeled **Admin Tool Pop-Up Window - Screenshot**.



Click the Cancel button to close the window and cancel resetting your map position

Admin Tool Pop-Up Window - Screenshot

Click the *Finish* button to set you map position

WARNING: If you hit the *Start* button and began the repositioning process, you must click the *Finish* button or the *Cancel* button.

Turning off Foreclosures & Short Sales Tagging

- When a foreclosure or short sale property are found in search results or on a listings details page, the property is tagged as a foreclosure or short sale with text added next to the list price, as shown in the screenshot below labeled **Foreclosure/Short Sale Property with Tagging and Without Tagging**.
- On the "Website Administration - Site Options" page, after unchecking the "Tag Foreclosures & Short Sales" check box, anywhere a foreclosure or short sale property is found, the list price will NOT show the text "(Foreclosure)" or "(Short Sale)" next to the list price.

NOTE: Even if the box is unchecked, foreclosure and short sale properties will still show in all search results but without any distinguishing text.

CHANGE YOUR DYNAMIC COUNTY MAP STARTING POSITION

- To change the default starting position of the Dynamic County Map follow these steps:
 - STEP 1: Open the Dynamic County Map Page while logged in as admin. (You are currently logged in as admin.)
 - STEP 2: Click on the ADMIN TOOLS menu item on the right side of the map to pop open the instructions window.
 - STEP 3: Follow all of the instructions in the pop-up window.

[Click here to open the Dynamic County Map](#)

TAG FORECLOSURES & SHORT SALES

- To tag foreclosure & short sale properties in all search results, check the 'Tag Foreclosures & Short Sales' box below.
(NOTE: If the box is checked, the text 'Foreclosure' and 'Short Sale' will be displayed next to the price for all foreclosures and short sales.
(NOTE: Even if the box is unchecked, foreclosure and short sale properties will still show in all search results but without any distinguishing text.)

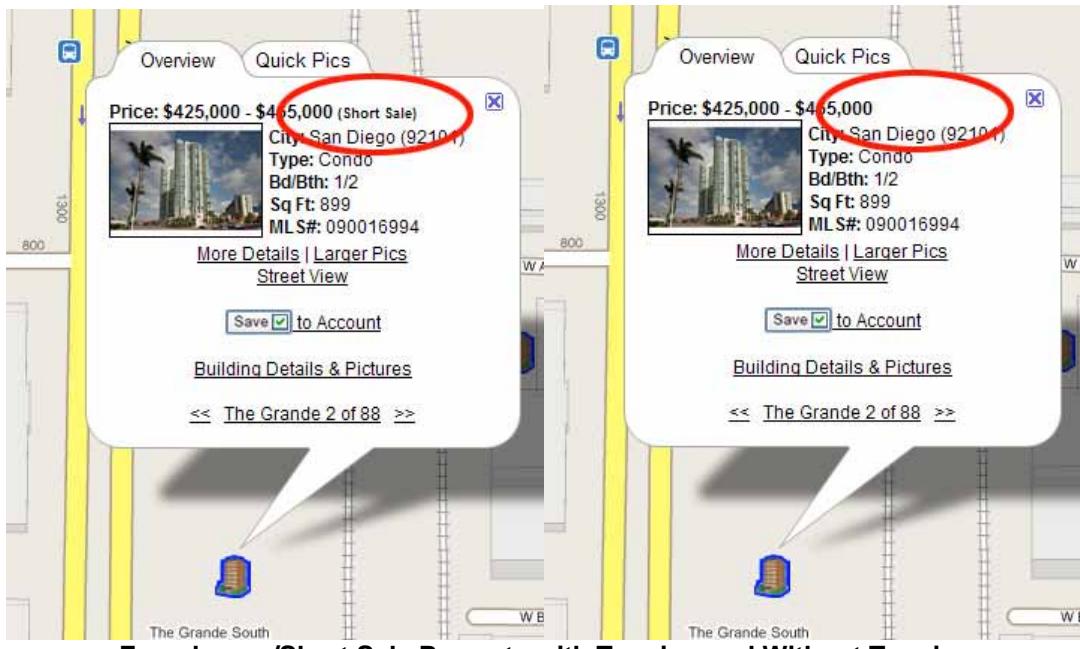
Tag Foreclosures & Short Sales

EDIT YOUR PAGES' HEADER AND FOOTER HTML

- Header and Footer editing can be found on the [Custom Page tab](#).

Submit Site Changes

Admin Options - Tag Foreclosures & Short Sales

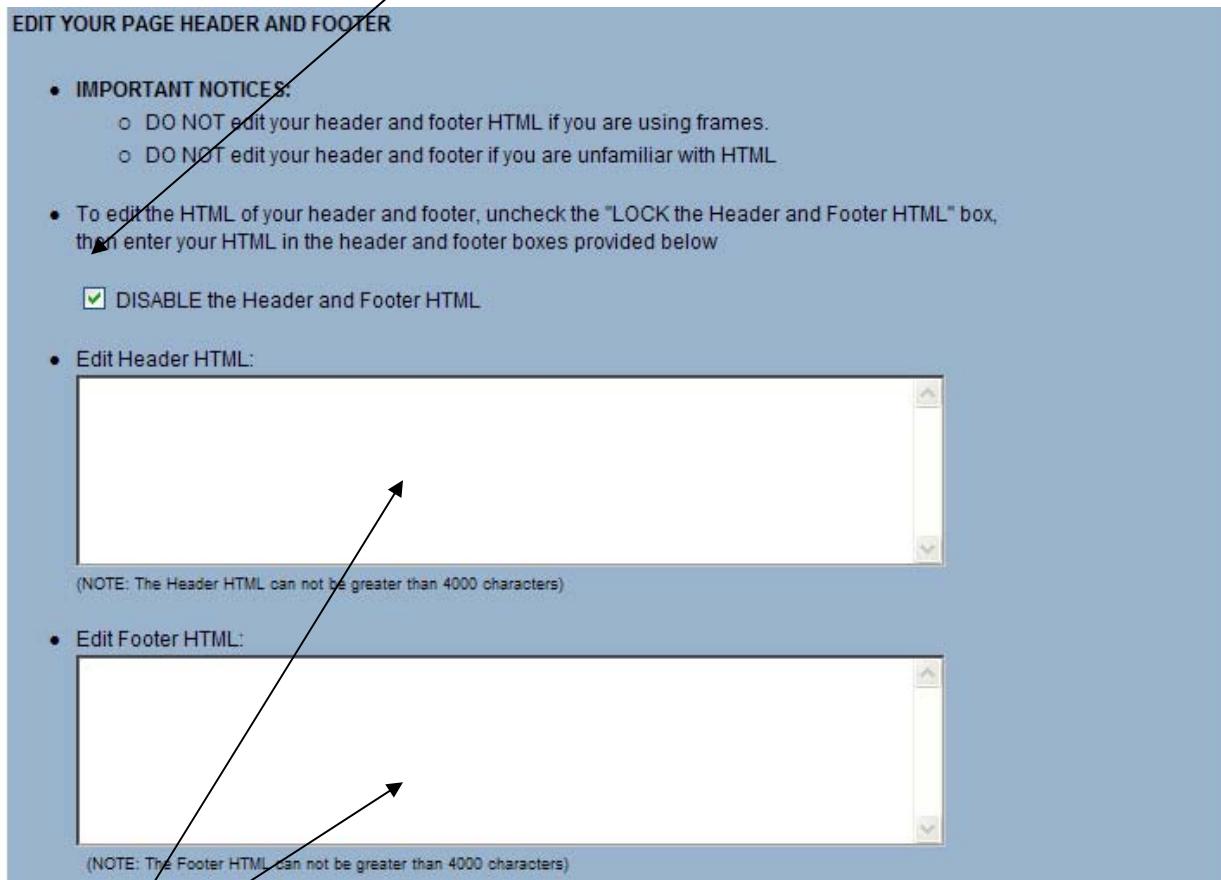


Foreclosure/Short Sale Property with Tagging and Without Tagging

Edit Your Pages Header and Footer HTML

Your Premier IDX Search will allow you to edit your Web Site's header and footer by customizing the HTML code in the *Site Options* tab.

- To edit the HTML of your header and footer, on the Site Options Page (accessed by clicking the *Options* tab of Premier IDX Administration Section), uncheck the *DISABLE the Header and Footer HTML* checkbox, as shown in the screenshot below labeled **Edit Your Page Header And Footer - Screenshot**.



Edit Your Page Header And Footer - Screenshot

- Enter your HTML in the header and footer boxes provided.
- Click the *Submit Site changes* button at the bottom of the Site Options Page to submit your changes

WARNING: DO NOT edit your header and footer HTML if you are using frames.

WARNING: DO NOT edit your header and footer if your are unfamiliar with HTML

Miscellaneous Premier IDX Items

How to Retrieve Account Passwords

Your Premier IDX Search will allow you to automatically retrieve both your administrator account passwords and any of your visitors Home Finder Account passwords.

- To automatically retrieve your account password, click on the [Forgot Your Password? Click Here](#) link located on the Home Finder Account Login Page, as shown in the screenshot below labeled **Home Finder Account Login Page - Screenshot**

Sandicor Premier IDX - Microsoft Internet Explorer

SEARCH SAN DIEGO DOWNTOWN SEARCH FEATURED PROPERTIES POPULAR AREAS ACCOUNT OPTIONS

Your FREE! Home Finder Account -- Sign-In to Your Free Home Finder Account

Create Your FREE! Home Finder Account for:

- See Detailed Listing Information
- View High-Resolution Photos of Every Listing
- Request More Info on a Home
- Print Homes in a Printer Friendly Version
- See Property Amenities
- View HOA and Other Fees
- See Bedroom and Lot Sizes
- View Complex Features

Create a New Home Finder Account

E-Mail Address:

Custom E-mail Address:

Choose a Password:

Custom Password:

Creates a New Account

Login to Your Existing Account

E-mail Address:

Password:

Login to Existing Account

Forgot Your Password? Click Here

The SANDICOR, Inc. data on this site was last updated: 11/2/2007

The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is believed to be reliable, but not guaranteed.

Home Finder Account Login Page - Screenshot

- After clicking on the [Forgot Your Password? Click Here](#) link, you will see the Recover Your Password Page. Enter your email address in the *Enter Your Current Email Address* text field as shown in the screenshot below labeled **Recover Your Password Page - Screenshot**.

Sandicor Premier IDX - Microsoft Internet Explorer

SEARCH SAN DIEGO DOWNTOWN SEARCH FEATURED PROPERTIES POPULAR AREAS ACCOUNT OPTIONS

Home Finder Account - Recover Your Password

Recover Your Password Instructions:

- Enter your email address and your password will be emailed to you shortly.

Enter Your Current Email Address:

Recover Your Password

The SANDICOR, Inc. data on this site was last updated: 11/3/2007

The information being provided is for consumer's personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information is believed to be reliable, but not guaranteed.

Recover Your Password Page - Screenshot

- Click the *Recover Your Password* button to receive an automatic email with your account password.

Home Finder Account (User Account) Options Overview

Your Premier IDX Search provides your visitors with the ability to create a free Home Finder account (HFA). Once a visitor creates an account they have the following options to manage their properties, information and more:

- HFA Home Page** - Seen after logging in and lists account options.
- HFA Saved Homes Page** - Allows visitors to manage their saved properties.
- HFA Print Homes Page** - Allows visitors to print saved properties.
- HFA Update Personal Info Page** - Allows visitors to update their personal info.
- HFA Request More Info Page** - Allows visitors to request more information.

The screenshot shows the "Your Home Finder Account Options" page. It includes links for "Saved Homes", "Print Homes", "Update Personal Info", and "Logout". A sidebar on the right displays "Home Finder Account Current Info" with a note about having 3 saved homes in the account.

HFA Home Page

The screenshot shows the "You Have Saved 3 Properties" section. It lists three properties with their addresses, prices, and small thumbnail images. Below each listing are "Manage Prop" buttons for editing or deleting.

HFA Saved Homes Page

The screenshot shows a "Print These Properties" section with three property entries. Each entry includes a thumbnail, address, price, and a "Contact" link. Below the list is a note stating "These Properties were found at <http://www.easternrealestate.com>".

HFA Print Homes Page

The screenshot shows the "Update Your Personal Information" page. It contains fields for "First Name", "Last Name", "Email Address", "Address", "City", "State", "Zip", "Phone Number", "Mobile", and "Fax". There are also sections for "Change Your Password" and "Credit Card".

HFA Update Personal Info Page

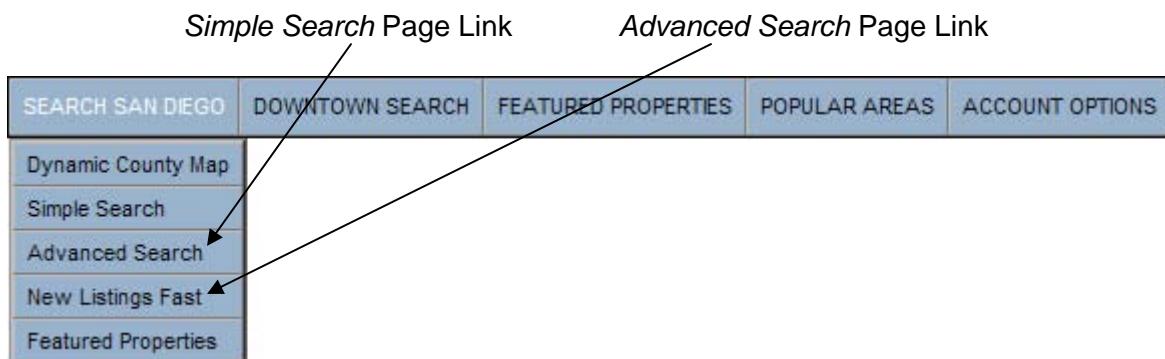
The screenshot shows the "Request Additional Information" page. It includes sections for "Request More Information Instructions", "Name Information", "Email Information", "Phone Information", and "Request Information". The "Request Information" section has a large text area for "Request Details".

HFA Request More Info Page

How to Create Custom Search Links to Email to Clients

You can create custom property search links with your Premier IDX Search that you can email to clients.

- To create a custom search link, first, make sure you are logged into your Premier IDX Search as the site administrator with the email address and password that you received in your Premier IDX Search Confirmation Email.
- Next, you will create the link you want to add to a menu item by visiting either the Premier IDX Search's *Simple Search* or *Advanced Search* Page as shown below in the screenshot below labeled **Popular Area Submenu Item Links - Screenshot 1**.



Popular Area Submenu Item Links - Screenshot 1

- To create the link you want to add to email, fill out your desired search criteria and click the Submit button as shown below in the screenshot below labeled **Simple Search - Screenshot 1**.

The screenshot shows the "San Diego Home Search - Search by Zip Code" page in Microsoft Internet Explorer. It features a "Simple Search" tab selected. On the left, there are filters for "Select Property Type" (Lots/Land, Mobile Homes, Single Family Detached, Residential Income, Condo/Townhome, Rentals) and "Select Sort Order". In the center, there are fields for "Select Price" (\$1,000,000 to \$2,000,000), "Enter Zip" (92037), and a dropdown for "Select Zips" containing Alpine, Bonita, Normal, and Imperial Beach. At the bottom, a note says "Click the Submit Button for Results" and a "Submit" button is visible. A footer at the bottom of the page provides disclaimers about consumer use and data source.

Simple Search - Screenshot 1

- After you click the Submit button, a link will appear on the search results page. It will be underlined and will state: *This is a Direct Link to the Search Results on This Page* as shown below in the screenshot labeled **Simple Search - Screenshot 2**.

Sandicor Premier IDX - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SEARCH SAN DIEGO DOWNTOWN SEARCH FEATURED PROPERTIES POPULAR AREAS ACCOUNT OPTIONS

San Diego Home Search - Search by Zip Code

Dynamic County Map Search Simple Search Advanced Search Click Here to Show Search Options

NOTE: YOU ARE CURRENTLY LOGGED INTO YOUR WEBSITE AS ADMIN

[This is a Direct Link to the Search Results on This Page](#)

To Copy This Link:

1. Highlight this link by hovering your mouse over it (Do not click it).
2. Right click your mouse and select 'Copy Shortcut'.
3. You can now paste this link directly into an email or a New Menu item, or any where else, by right clicking where you want to paste it and selecting 'Paste'.

NOTE: You only see this link when you are logged into you Premier IDX Website as Admin.

La Jolla (92037) - Found 199 Listings

Prop #:	Price:	Zip:	Click here for more details
1 of 199	\$1,025,000-\$1,025,000	92037	
	Type: House	City: La Jolla	
	Bedrooms:4	Baths:2.5	MLS #:076037150
	Listing Office: Coldwell Banker Residential Data Listed: 05/05/2007		
Prop #:	Price:	Zip:	Click here for more details
2 of 199	\$1,040,000-\$1,040,000	92037	
	Type: House	City: La Jolla	

Simple Search - Screenshot 2

(Note: You only see this link when you are logged into you Premier IDX Search as Admin)

- Next, highlight this link by hovering your mouse over it (Do not click it.) Right click your mouse and select 'Copy Shortcut'.
- You can now paste this link directly into an email, by right clicking inside your email window and selecting *Paste*.

How to Create a Custom Link Directly to a Single Downtown Building

You can create a custom link to a single Downtown San Diego building's gateway page by replacing the <Your Site ID Here> brackets with your unique Site ID number, AND replacing the <Building ID Here> brackets with a downtown's unique Building ID (BID) number into the following link:

http://idx.sandicor.com/downtown_building.asp?ID=<Your Site ID Here>&BID=<Building ID Here>

- Find you unique Site ID in your Premier IDX Website Confirmation Email
- Find the Building ID (BID) in the Table Below labeled **Downtown Building IDs**

Valid Single Downtown Building Link Example

The following is a valid link example to the downtown building named *Electra*:

http://idx.sandicor.com/downtown_building.asp?ID=99999999&BID=33

NOTE: Ensure there are NO spaces and NO brackets (<, >) in your link

Downtown Building IDs (BID) Table

Building Name	BID	Building Name	BID	Building Name	BID
11th and B	72	Doma	14	Park Row	15
14th and K	96	Ecco Lofts	83	Park Terrace	31
15th & Market	97	Echelon	68	Parkloft	7
16th & G Gateway	98	El Cortez	38	Port d'Italia	92
235 Market	13	Electra	33	Portico	63
350 W. Ash	56	Element	71	Porto Siena	11
7 on Kettner	116	Fahrenheit	43	Renaissance	2
777 Sixth Ave	87	Finestra Lofts	84	Riva Trigoso	85
Acqua Vista	10	Gaslamp Citysquare	48	Row Homes on Kettner	93
Aloft on Cortez Hill	73	Harbor Club	3	Samuel Fox Lofts	115
Alta	42	Hard Rock	89	Sapphire Tower	50
Aperture	69	Hawthorn Place	39	Smart Corner	52
Aria	53	Horizons	1	Solara Lofts	94
Atmosphere	74	Icon	27	Soleil Court	119
Atria	86	India and Beech	90	Symphony Terrace	24
Bayside	32	Island Lofts	91	The Grande	28
Beech Tower	25	Jacaranda Studios	118	The Legend	59
Bella Via	20	La Vita	46	The Lofts at 707	79
Bosa Pacific HWY at E	54	Laundry Lofts	61	The Mark	51
Breeza	81	Library Tower	40	The Metropolitan	35
Brickyard	88	M2I	47	The Mills	26
City Walk	16	Marina Park	19	The Pinnacle Tower	45
Cityfront Terrace	6	Meridian	5	The Watermark	21
Columbia Place	17	Metrome	49	The Lofts at 707	79
Cortez Blu	44	Nexus	62	Trellis	29
Cosmopolitan Square	67	Pacific Terrace	22	Treo	9
Crown Bay	12	Palermo	34	Triangle	80
Diamond Terrace	41	Park Blvd East	37	Union Square	23
Discovery	8	Park Blvd West	36	Vantage Point	30
		Park Place	4	Victorian House	117
				Village Walk	18